

Ryarsh Primary School

Acceptable Use Policy 2020 (amended January 2021)

As a professional organisation with responsibility for safeguarding it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

Early Years and Key Stage 1 (0-6) Acceptable Use Statements

- I only use the internet when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know that Ryarsh Primary School can see what I am doing online.
- I will always select my own name when I am logging into a laptop.
- I will also use the correct number for my iPad.
- I will never use iPads or laptops without an adult supervising me.
- I always tell an adult/teacher/member of staff if something online makes me feel unhappy or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules my device will be removed for a period of time. My parents may also be told.
- I have read and talked about these rules with my parents/carers.

Key Stage 2 (7-11) Acceptable Use Statements

Safe

- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are appropriate, and if I have permission.
- I only talk with and open messages from people I know, and I only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.
- I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.
- If I get unpleasant, rude or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.

Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, image or text I use.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.

Responsible

- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use the computers for school work, unless I have permission otherwise.
- I keep my personal information safe and private online.
- I will always my own username and password when I am logging into a laptop.
- I will keep my passwords safe and not share them with anyone.
- I will not access or change other people's files or information.
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I will also use the correct number for my iPad.
- I will never use iPads or laptops without an adult supervising me.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school, or a parent or carer at home.

- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.

Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school's devices and internet access will be monitored.
- I have read and talked about these rules with my parents/carers.
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online.
- I know that if I do not follow the rules my device will be removed for a period of time. My parents may also be told.

Tell

- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away. I will also shut the laptop lid or turn the iPad over so that nobody else can see the screen. I will not turn the device off.

Learner Acceptable Use Policy Agreement Form

Ryarsh Primary School -Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the school's Acceptable Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use *Ryarsh Primary School's* systems and devices, both on and offsite
2. I use my own devices in *school* when allowed.
3. I use my own equipment out of the *school*, in a way that is related to me being a member of the *school* community, including communicating with other members of the *school*.

Name..... Signed.....

Class..... Date.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

Acceptable Use of Technology for Parents/Carers

Parent/Carer AUP Acknowledgement

Ryarsh Primary School - Learner Acceptable Use of Technology Policy Acknowledgment

1. I, with my child, have read and discussed Ryarsh Primary School's learner acceptable use of technology policy (AUP). I understand that the aim of the AUP is to help keep my child safe online and applies to the use of the internet and other related devices and services, inside and outside of the school.
2. I am aware that any internet and IT use using school equipment may be monitored for safety and security reason to safeguard both my child and the school systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
3. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
4. I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
5. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
6. I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.
7. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
8. I will support the school's online safety approaches and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name..... Child's Signature *(if appropriate)*

Class..... Date.....

Parents Name.....

Parents Signature..... Date.....

Acceptable Use of Technology for Staff, Visitors and Volunteers

Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Ryarsh Primary School's IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Ryarsh Primary School's expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Ryarsh Primary School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and online and offline communication technologies.
2. I understand that Ryarsh Primary School's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of School Devices and Systems

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones and internet access, when working with learners or any school related task.
5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed.

Data and System Security

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
 - I will use a 'strong' password to access school/setting systems.
 - I will protect the devices in my care from unapproved access or theft by making sure any devices are not left unattended and are locked away safely.
7. I will respect school system security and will not disclose my password or security information to others.
8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the Headteacher/computing leader/ ICT technician.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school information security policies.
 - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.
11. I will not keep documents which contain school related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school VPN.
12. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
13. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
14. I will not attempt to bypass any filtering and/or security systems put in place by the school.

15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Support Provider/computing leader/Headteacher
16. If I have lost any school related documents or files, I will report this to the office or Headteacher and the school Data Protection Officer as soon as possible.
17. Any images or videos of learners will only be used as stated in the school camera and image use policy.
 - o I understand images of learners must always be appropriate and should only be taken with school provided equipment and taken/published where learners and their parent/carer have given explicit consent.

Classroom Practice

18. I am aware of safe technology use in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the school online safety policy.
19. I have read and understood the school online safety policy which covers expectations for learners regarding mobile technology and social media.
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
 - o exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used on site.
 - o creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
 - o involving the Designated Safeguarding Lead (DSL) (Daniel Childs) or deputy DSL (Claire Hale) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
 - o make informed decisions to ensure any online safety resources used with learners is appropriate.
21. I will report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the DSL in line with the child protection policy.
22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music are protected, I will not copy, share or distribute or use them.

Use of Social Media and Mobile Technology

23. I have read and understood the school online safety policy which covers expectations regarding staff use of mobile technology and social media.
24. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the code of conduct, when using school and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.
- I will take appropriate steps to protect myself online when using social media as outlined in the online safety policy.
 - I am aware of the school expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the online safety policy.
 - I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
 - I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the code of conduct and the law.
25. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels, such as a school email address or telephone number.
 - I will not share any personal contact information or details with learners, such as my personal email address or phone number.
 - I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
 - If I am approached online by a learner or parents/carer, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).
 - Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or headteacher.
26. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the DSL and the headteacher.
27. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
28. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
29. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

Policy Compliance

30. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

Policy Breaches or Concerns

31. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school online safety and child protection policy.

32. I will report concerns about the welfare, safety or behaviour of staff to the headteacher, in line with the allegations against staff policy.

33. I understand that if the school believe that unauthorised and/or inappropriate use of school systems or devices is taking place, the school may invoke its disciplinary procedures.

34. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures.

35. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Ryarsh Primary School's Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member:

Signed:

Date (DDMMYY).....

Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology. This AUP will help Ryarsh Primary School ensure that all visitors and volunteers understand the school expectations regarding safe and responsible technology use.

Policy Scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Ryarsh Primary School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and communication technologies.
2. I understand that Ryarsh Primary School's AUP should be read and followed in line with the school staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Data and Image Use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. I understand that I am not allowed to take images or videos of learners.

Classroom Practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the school online safety policy.
7. I will support teachers in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
8. I will immediately report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the Designated Safeguarding Lead (DSL) in line with the school online safety policy and child protection policy.
9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music is protected, I will not copy, share or distribute or use it.

Use of Social Media and Mobile Technology

10. I have read and understood the school online safety policy which covers expectations regarding staff use of social media and mobile technology.
11. I will ensure that my online reputation and use of technology and is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the online safety policy.
 - I will not discuss or share data or information relating to learners, staff, school/setting business or parents/carers on social media.
 - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school code of conduct policy and the law.
12. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
 - All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
 - Any pre-existing relationships or situations that may compromise this will be discussed with the DSL and Headteacher.
13. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead and the Headteacher
14. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
15. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

Policy Compliance, Breaches or Concerns

17. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead in line with the child protection policy.
18. I will report concerns about the welfare, safety or behaviour of staff to the headteacher, in line with the allegations against staff policy.
19. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
20. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Ryarsh Primary School's visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer:

Signed:

Date (DDMMYY).....

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the school boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the school community are reminded that technology use should be consistent with our ethos, other appropriate policies and the law.

1. The school provides Wi-Fi for the school community and allows access for education use only.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the school premises that is not the property of the school.
3. The use of technology falls under Ryarsh Primary School's Acceptable Use of Technology Policy (AUP), online safety policy, behaviour policy and child protection policy which all learners/staff/visitors and volunteers must agree to and comply with.
4. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. School owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to the school service is adequately secure, such as up-to-date anti-virus software and systems updates.
7. The school wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
9. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school wireless service.

- 10. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- 11. I will not attempt to bypass any of the school security and filtering systems or download any unauthorised software or applications.
- 12. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
- 13. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
- 14. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead as soon as possible.
- 15. If I have any queries or questions regarding safe behaviour online, I will discuss them with the Designated Safeguarding Lead or the Headteacher.
- 16. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with Ryarsh Primary School's Wi-Fi acceptable Use Policy.

Name

Signed:Date (DDMMYY).....

Ryarsh Primary School Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of the school community when taking part in remote learning following any full or partial school closures.

Leadership Oversight and Approval

1. Remote learning will only take place using Google Classrooms and Zoom.
 - Google Classrooms and Zoom has been assessed and approved by the headteacher.
2. Staff will only use school managed or specific, approved professional accounts with learners and/or parents/carers.
 - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Daniel Childs, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet, or other mobile device.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - 7:00am and 6:00pm
4. All remote lessons will be formally timetabled; a member of SLT, DSL and/or head of department is able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher/a member of SLT.

Data Protection and Security

6. Any personal data used by staff and captured by Google Classrooms & Zoom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy (<http://www.ryarsh.kent.sch.uk/wp-content/uploads/2018/09/GDPR-and-Data-Protection-policy.pdf>).
7. All remote learning and any other online communication will take place in line with current school/setting confidentiality expectations as outlined in our data protection policy and code of conduct.
8. All participants will be made aware that our Zoom lessons will be recorded. Parents will be made aware of this and be informed that they are uploaded on to the google classroom page. No children should be visible during recorded sessions.
9. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.
10. Only members of Ryarsh Primary School's community will be given access to system name.

11. Access to Google Classrooms will be managed in line with current IT security expectations as outlined in our online safety policy and acceptable use policy.

Session Management

12. Staff will record the sessions for each 'live' lesson. A timetable to show the time and date of these sessions will be posted on the google classroom page. Attendance in the session is registered using our tracking system.

13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

- Waiting rooms to check that users can be recognised.
- Details of the zoom session only posted on the secure google classroom page.
- Children will not become the host at any stage.

14. When live streaming with learners:

- Contact will be made via a parents/carer account.
- Staff will mute & disable learners' videos and microphones.
- At least 2 members of staff will be present when the session is taking place.
 - If this is not possible, SLT approval will be sought.

15. Live 1 to 1 sessions should not take place as there should always be another adult present if the child is on their own.

16. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.

- Access links should not be made public or shared by participants.
- Learners and/or parents/carers should not forward or share access links.
- Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

17. Alternative approaches and/or access will be provided to those who do not have access.

Behaviour Expectations

18. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

19. All participants are expected to behave in line with existing school policies and expectations. This includes:

- Appropriate language will be used by all attendees.
- Staff will not take or record images for their own personal use.
- No session to be recorded by anyone other than the host.

20. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

21. When sharing videos and/or live streaming, participants are required to:
- Wear appropriate dress.
 - Ensure backgrounds of videos are neutral (blurred if possible).
 - Ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
22. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

23. Participants are encouraged to report concerns during remote and/or live streamed sessions:
- To the class teacher.
 - To a member of the senior leadership team.
 - To a parent/carer (if the concern is raised by a child at home).
24. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to a member of the senior leadership team.
25. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
26. Sanctions for deliberate misuse may include: restricting/removing use or contacting police if a criminal offence has been committed.
27. Any safeguarding concerns will be reported to Daniel Childs, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood Ryarsh Primary School's Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....

Ryarsh Primary School Learner Remote Learning AUP

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using Google Classroom and Zoom.
 - I should read and talk about these rules with my parents/carers.
 - remote learning will only take place using google classroom and zoom during usual school times.
 - My use of google classroom and zoom is monitored to help keep me safe.
2. Only members of Ryarsh Primary School community can access google classroom and the zoom sessions.
 - I will use privacy settings as agreed with my teacher/set up the school/setting.
 - I will not share my login/password with others
 - I will not share any access links to remote learning sessions with others.
 3. When taking part in remote learning I will behave as I would in the classroom. This includes:
 - Following the instructions from the adult
 - Using appropriate language.
 - Not interrupting the learning
 - Not taking or recording images/content without agreement from the teacher and/or those featured.
 4. When taking part in live sessions I will:
 - Mute my video and microphone.
 - wear appropriate clothing and be in a suitable location.
 - ensure backgrounds of videos are neutral and personal information/content is not visible.
 - attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.
 5. If I am concerned about anything that takes place during remote learning, I will either tell parent or an adult from the school.
 6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
 - restricting/removing access, informing parents/carers, contacting police if a criminal offence has been committed.

I have read and understood Ryarsh Primary School's Acceptable Use Policy (AUP) for remote learning.

Name..... Signed.....

Class..... Date.....