Joydens Wood Infant School Acceptable Use Policy

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Contents

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Using the AUP Templates: Guidance Notes

Education leaders should ensure their policies and procedures are in line with statutory requirements. 'Keeping Children Safe in Education' (KCSIE) 2020 states that schools and colleges should have a '*staff behaviour policy (sometimes called the code of conduct) which should, amongst other things, include acceptable use of technologies, staff/pupil relationships and communications including the use of social media*'.

Updated content for 2020

The core content within the AUP template for 2020 has been updated and remains much the same as 2019. However, additional content has been included regarding remote learning following the updates to KCSIE 2020 and the DfE 'Safeguarding and remote education during coronavirus (COVID-19)' guidance; this content is highlighted in yellow.

In response to the potential requirement for schools and settings to continue to offer remote learning following full or partial school closures, this document has been updated with a remote learning AUP for staff and learners. The remote learning AUP can either be a standalone AUP or can be integrated within existing AUPs according to settings individual preferences.

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The Education People make every effort to ensure that the information in this document is accurate and up to date. If errors are brought to our attention, we will correct them as soon as practicable.

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Learner Acceptable Use of Technology Sample Statements

Early Years and Key Stage 1 (0-6)

I understand that Joydens Wood Infant School's Acceptable Use Policy will help keep me safe and happy online.

- 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 the adults at my school can see what I am doing online when I use the school computers and tablets and online learning platforms such as Mathletics and Class Dojo, including when I am at home.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- I can visit websites like www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules:
  - o I may be moved to orange or red on the behaviour faces
  - o My teacher may speak to my parents
  - o I may not be able to use the school's computer or tablet
- I have read and talked about these rules with my parents/carers.

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Learners with Special Educational Needs and Disabilities (SEND)

Learners with SEND functioning at Levels P4 –P7

- I ask a grown up if I want to use the computer
- I make good choices on the computer
- I use kind words on the internet
- If I see anything that I do not like online, I tell a grown up
- I know that if I do not follow the school rules then:
    - I may be moved to orange or red on the behaviour faces
    - My teacher may speak to my parents
    - I may not be able to use the school's computer or tablet

Learners with SEND functioning at Levels P7-L1

(Based on Childnet's SMART Rules: www.childnet.com)

Safe

- I ask a grown up if I want to use the computer
- I do not tell strangers my name on the internet
- I know that if I do not follow the school rules then:
    - I may be moved to orange or red on the behaviour faces
    - My teacher may speak to my parents
    - I may not be able to use the school's computer or tablet

Meeting

- I tell a grown up if I want to talk on the internet

Accepting

- I do not open messages or emails from strangers

Reliable

- I make good choices on the computer

Tell

- I use kind words on the internet
- If I see anything that I do not like online, I will tell a grown up

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Learners with SEND functioning at Levels L2-4

(Based on Childnet's SMART Rules: www.childnet.com)

Safe

- I ask an adult if I want to use the internet
- I keep my information private on the internet
- I am careful if I share photos online
- I know that I must follow the school rules.

Meeting

- I tell an adult if I want to talk to people on the internet
- If I meet someone online, I talk to an adult

Accepting

- I do not open messages from strangers
- I check web links to make sure they are safe

Reliable

- I make good choices on the internet
- I check the information I see online

Tell

- I use kind words on the internet
- If someone is mean online, then I will not reply. I will save the message and show an adult
- If I see anything online that I do not like, I will tell a grown up

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Learner Acceptable Use Policy Agreement Form (if age appropriate)

Joydens Wood Infant 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 school devices and systems, both on site and at home.
2. I use my own equipment out of the school.

Name…………………………………………. Signed………………………

Class………………………… Date……………………

Parent/Carers Name……………………………………………......

Parent/Carers Signature………………………….

Date……………

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Acceptable Use of Technology Forms for Parents/Carers

Parent/Carer AUP Acknowledgement

Joydens Wood Infant Learner Acceptable Use of Technology Policy Acknowledgment

1. I, with my child, have read and discussed Joydens Wood Infant School's learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.

2. I understand that the AUP applies to my child use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.

3. I am aware that any use of school devices and systems may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

4. I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.

5. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.

6. 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.

7. 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.

8. 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.

9. 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.

10. I will support the school online safety approaches. I will use appropriate parental controls 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………………….…………. Class…………………….……

Parents Name………………………………………….....................................

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

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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 Joydens Wood Infant School 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 Joydens Wood Infant School 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 Joydens Wood Infant 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, remote learning and online and offline communication technologies.

2. I understand that Joydens Wood Infant School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff behaviour policy/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 ensure that I am using any technology and IT systems in a professional, lawful, and ethical manner when working with learners.

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.

6. Where I deliver or support remote learning, I will comply with the school remote learning AUP.

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Data and System Security

7. 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.
    o I will use a 'strong' password to access school systems.
    o I will protect the devices in my care from unapproved access or theft by not leaving any devices visible or unsupervised in public places.

8. I will respect school system security and will not disclose my password or security information to others.

9. 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 School Business Manager who can inform EiS if appropriate.

10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the School Business Manager who can liaise with EiS if appropriate.

11. 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.
    o 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.
    o 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.

12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos 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.

13. 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.

14. 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.

15. I will not attempt to bypass any filtering and/or security systems put in place by the school.

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16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the School Business Manager who can contact EiS as soon as possible.

17. Any images or videos of learners will only be used as part of the child's learning journey e.g. posted to their Class Dojo portfolio, used for school based displays, used on the school's social media pages
    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 the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in Child Protection, Online Safety, Mobile Technology and Social Media Policies.

19. I have read and understood the school mobile technology and social media policies.

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.
    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) (Carly Adams) or a deputy (Emma Barnett, Ellie East and Joanna Harris) 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 school child protection policies.

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.

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Use of Social Media and Mobile Technology

23. I have read and understood the school 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 staff 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.
    - o I will take appropriate steps to protect myself online when using social media as outlined in the mobile technology and social media policy.
    - o I am aware of the school expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the mobile technology and social media policy.
    - o I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
    - o 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 school 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.
    - o I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, Class Dojo messenger or telephone number.
    - o I will not share any personal contact information or details with learners, such as my personal email address or phone number.
    - o I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
    - o 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 Carly Adams, Designated Safeguarding Lead (DSL).
    - o Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and 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.

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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 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 as outlined in the staff code of conduct.

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 as outlined in the staff code of conduct.

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 Joydens Wood Infant School Staff 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)…………………………………………...

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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 Joydens Wood Infant School ensure that all visitors and volunteers understand the schools 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 Joydens Wood Infant 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, remote learning systems and communication technologies**.**

2. I understand that Joydens Wood Infant School 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 on a personal device.

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.

7. I will support staff 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) (Carly Adams) in line with the school child protection policy.

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Use of Social Media and Mobile Technology

9. I have read and understood the school policy which covers expectations regarding staff use of social media and mobile technology.

10. 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.
    o I will take appropriate steps to protect myself online as outlined in the online safety/social media policy.
    o I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
    o 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 and the law.

11. 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.
    o All communication will take place via school approved communication channels such as via a school provided email address, account or telephone number.
    o Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
    o Any pre-existing relationships or situations that may compromise this will be discussed with the DSL Carly Adams and headteacher.

12. 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 (Carly Adams) and the headteacher.

13. 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.

14. 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.

15. 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.

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Policy Compliance, Breaches or Concerns

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

17. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead, Carly Adams, in line with the school 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 if 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 Joydens Wood Infant School 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)……………………………………………...

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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 educational 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 Joydens Wood Infant School Acceptable Use of Technology Policy (AUP), online safety policy and behaviour 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, 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. 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.

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10. I will not attempt to bypass any of the school security and filtering systems or download any unauthorised software or applications.

11. 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.

12. 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.

13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Carly Adams) as soon as possible.

14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Carly Adams) or the headteacher.

15. 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 Joydens Wood Infant School Wi-Fi acceptable Use Policy.

Name ……………………………………………………………………………..

Signed: ………………………...Date (DDMMYY)………………

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==Acceptable Use Policy (AUP)==
==for Remote Learning and Online Communication==

Additional information and guides on specific platforms can be found at:

- https://coronavirus.lgfl.net/safeguarding
- https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/

Further information and guidance for SLT and DSLs regarding remote learning:

- Local guidance:
    - Kelsi: Guidance for Full Opening in September
        - Online Safety Guidance for the Full Opening of Schools
    - The Education People:' Safer remote learning during Covid-19: Information for School Leaders and DSLs'

- National guidance:
    - DfE 'Safeguarding and remote education during coronavirus (COVID-19)
    - SWGfL: Safer Remote Learning
    - LGfL: Coronavirus Safeguarding Guidance
    - NSPCC: Undertaking remote teaching safely
    - Safer Recruitment Consortium: 'Guidance for safer working practice for those working with children and young people in education settings Addendum' April 2020

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Joydens Wood Infant School Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of Joydens Wood Infant 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 Class Dojo and Google Meet.
    *   Class Dojo and Google Meet has been assessed and approved by the headteacher.
2. Staff will only use school managed or specific, approved professional accounts with learners and parents/carers.
    *   Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
        o Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Carly Adams, Designated Safeguarding Lead (DSL).
    *   Staff will use work provided equipment where possible e.g. a school laptop, tablet, or other mobile device. Where this is not possible, staff will adhere to the normal AUP regarding the acceptable use of technology and communication.
3. Online contact with learners and parents/carers will not take place outside of the operating times as defined by SLT:
    *   Between 8:30 and 5pm, Monday to Friday.

Data Protection and Security

4. All remote learning and any other online communication will take place in line with current school confidentiality expectations.
5. Only members of Joydens Wood Infant School community will be given access to Class Dojo and Google Meet.
6. Access to Class Dojo and Google Meet will be managed in line with current IT security expectations.

Session Management

7. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
    *   Use of pre-set up meeting rooms, not meeting with children without an adult present – if a child does appear without an adult then the meeting must be terminated immediately and parents must be informed of the need for them to be present at all times during any communication.
8. When live streaming with learners via Google Meet:
    *   contact will be made via learners' school provided email accounts and logins.
    *   contact will be made via a parents/carer account.
9. A pre-agreed invitation/email detailing the session expectations will be sent:
    *   Access links should not be made public or shared by participants.
    *   Learners and/or parents/carers should not forward or share access links.
    *   Learners must attend any live communication appropriately supervised by a parent/carer or another appropriate adult.
10. Alternative approaches and/or access will be provided to those who do not have access.

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11. Behaviour Expectations

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

13. 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.

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

15. 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.

16. 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

17. Participants are encouraged to report concerns during remote **and/or** live streamed sessions:

18. 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 Rachel Hately, headteacher.

19. 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.

20. Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.

21. Any safeguarding concerns will be reported to Carly Adams, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Joydens Wood Infant School Acceptable Use Policy (AUP) for remote learning.

Staff Member Name: ………………………………………………………………….

Date………………………….

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Joydens Wood Infant School Learner Remote Learning AUP

I understand that:
- these expectations are in place to help keep me safe when I am learning at home.
- I should talk about these rules with my parents/carers.
- remote learning will only take place during usual school times.
- My use of online learning at home is monitored to help keep me safe.

2. Only members of Joydens Wood Infant School community can access Class Dojo and Google Meet when invited.

3. When taking part in remote learning I will behave as I would in the classroom.

4. If I am concerned about anything that takes place during remote learning, I will tell a trusted grown up.

5. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously.

I have read and understood the Joydens Wood Infant School Acceptable Use Policy (AUP) for remote learning.

Name……………………………………………….

Class………………………… Date…………………….

Parent/Carers Name……………………………………….......

Parent/Carers Signature………………………….

THE EDUCATION PEOPLE