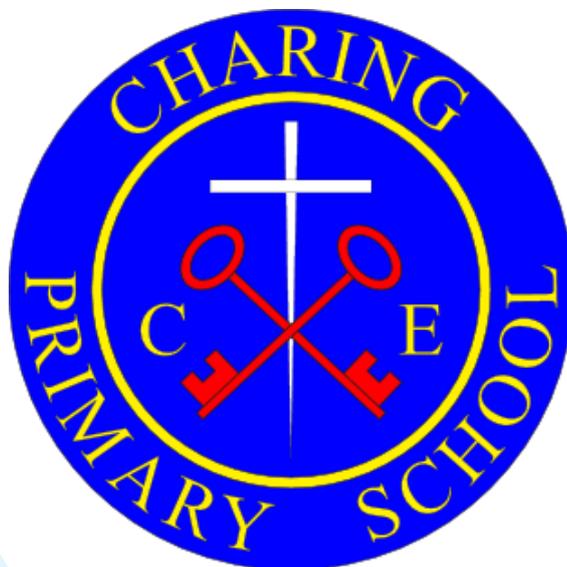


*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow
weary,
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



Charing Church of England Primary School

Acceptable Use Policy 2018

Date of next Review: March 2019

Date Adopted by Local Governing Body: March 2018

*“Through faith and inspired learning we unlock every child’s
ability to achieve beyond his or her expectations”*

Love **Friendship** **Kindness** **Truth** **Hope**

Children's Acceptable Use Policy

Early Years and Key Stage 1

- 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 online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I will use the school i-pads and laptops sensibly to help my learning in school
- I will follow instructions and use laptops and i-pads properly
- I know that if I do not follow the rules then:
 - I will not be allowed to use the internet in school for a set amount of time
 - My parents will be contacted
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk and <http://www.netsmartzkids.org/> to learn more about keeping safe online

Key Stage 2

- I know that I will be able to use the internet in school, for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school and my parents may be contacted.
- 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 treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will protect myself by never telling anyone I meet online my address, my telephone number, my school's name or by sending a picture of myself without permission from a teacher or other adult.
- I will never arrange to meet anyone I have met online alone in person without talking to a trusted 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.
- 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.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- If I bring in memory sticks / CD ROMs from outside of school I will always give them to my teacher so they can be checked for viruses and content, before opening a file.
- 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.
- I know that I am not allowed on personal e-mail, social networking sites or instant messaging in school.

- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

Parents'/Carers' Acceptable Use Policy

1. I have read and discussed Charing Church of England Primary School's Acceptable Use Policy with my child.
2. 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.
3. I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, in order to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
4. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
6. I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, online safety and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
7. I, together with my child, will support the school's approach to online safety 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.
8. I know that I can speak to the school Designated Safeguarding Lead (Alison Crockford, Head Teacher) or the Deputy Safeguarding Lead (Deborah Borthwick, Pastoral Support Manager) or my child's teacher if I have any concerns about online safety.
9. I will visit the school website (<http://charingschool.org.uk/>) for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
 10. I will visit the following websites for more information about keeping my child(ren) safe online:
 - www.thinkuknow.co.uk/parents,
 - www.nspcc.org.uk/onlinesafety
 - www.internetmatters.org
 - www.saferinternet.org.uk
 - www.childnet.com
 11. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

Staff Acceptable Use Policy

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.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used 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.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password; a strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly (at least every three months).
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998.
 - This means that 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 which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted and password protected.
 - Any images or videos of pupils will only be used as stated in the school image use policy (see Image Use policy) and will always take into account parental consent.
7. I will not keep or access professional 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.
8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
9. I will respect copyright and intellectual property rights.

10. I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead (Alison Crockford, Head Teacher) or Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager) as soon as possible.
12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the ICT Support Provider/Team/lead (Russell Williams or Pip Tanton) as soon as possible.
13. My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries, and will be transparent and open to scrutiny at all times.
 - All communication will take place via school approved communication channels such as a school provided email address or telephone number, and not via personal devices or communication channels, such as personal email, social networking or mobile phones.
 - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead (Alison Crockford, Head Teacher) and/or the Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager).
14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the Online Safety and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school code of conduct/handbook and the Law.
15. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
16. I will promote online safety with the pupils 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.
17. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead (Alison Crockford, Head Teacher) or Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager)
18. I understand that my use of the school information systems, including any devices provided by the school, school internet and school email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
19. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

Social Networking:

1. As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to online safety. I am aware that social media platforms are public and global communication tools and that any content posted may reflect on the school, its reputation and services.
2. I will not use social media to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
3. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Designated Safeguarding Lead (Alison Crockford, Head Teacher). The head teacher retains the right to remove or approve content posted on behalf of the school.
4. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
5. I will follow the school's policy regarding confidentiality and data protection/use of images.
 - This means I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community.
 - Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school via school owned devices and will not be forwarded to any other person or organisation.

Visitor/Volunteer Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. Any data which is being removed from the school site, such as via email or on memory sticks or CDs, will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
2. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
3. I will follow the school's policy regarding confidentiality, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times.
 - 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 personal email, social networking or mobile phones.
 - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead (Alison Crockford, Head Teacher) or Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager)
5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
7. I will promote online safety with the children 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.
8. 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 (Alison Crockford, Head Teacher) or Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager).
9. I will report any incidents of concern regarding children's online safety to Designated Safeguarding Lead (Alison Crockford, Head Teacher) or Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager) as soon as possible.
10. I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

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 schools 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 ICT use should be consistent with the school ethos, other appropriate policies and the Law.

1. The school provides Wi-Fi for the school community and allows access for education and school-related purposes.
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 ICT devices falls under Charing Church of England Primary School's Acceptable Use Policy, online safety policy and behaviour policy which all students/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 and 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 schools service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The school's wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school's 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. For that reason, I expressly agree that I knowingly assume such risk, and further agree to hold the school harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into my computer or device.
8. The school accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed via the school's 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's wireless service.
10. I will respect system security and I will not disclose any password or security information that is given to me. To prevent unauthorised access to systems or personal data, 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 schools security and filtering systems or download any unauthorised software or applications.
12. My use of the 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 (Alison Crockford, Head Teacher) or Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager).and/or the designated lead for filtering (Russell Williams) as soon as possible.
15. If I have any queries or questions regarding safe behaviour online then I will discuss them with Designated Safeguarding Lead (Alison Crockford, Head Teacher) or Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager).
16. I understand that my use of the schools Wi-Fi will be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the schools suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school 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 agree to comply with Charing Church of England Primary School's Wi-Fi Acceptable Use Policy.

Signed: Print Name: Date:

Accepted by:

Print Name:

Be

SAFE

Online

1 I only go online with a grown up

2 I am kind online

3 I keep information about me safe

4 I tell a grown up if something online makes me unhappy

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Appendix 2: KS2 Acceptable Use Poster

30 Winner! You were safe online

29 I acted unsafely online! I acted unsafely online! I acted unsafely online!

28 I will not be unkind to anyone online.

27 I will keep information about me and my passwords secret.

26

25 I acted unsafely online!

24

23 I will not be unkind to anyone online.

22

21

20 If someone asks me to meet them, I will always talk to an adult straight away.

19

18 I know that people online are strangers and they may not be who they say they are.

17

16

15

14 I know there are laws that stop me copying online content.

13

12

11 I always talk to an adult if I see something online which worries me.

10

9 I acted unsafely online!

8 I know I must only open messages online that are safe. If I am unsure I will ask an adult first.

7

6 I always check if information online is true.

5

4

3 I ask an adult which websites I can look at or use.

2

1 Online

STAY SAFE Online

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Appendix 3: Letter to Pupils (to be sent on headed paper)

Dear **child's name**

All pupils at our school use computer facilities including internet access as an essential part of learning and fun in today's modern British Society. You will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines, social media and educational websites
- Email
- Games consoles and other games based technologies
- Digital cameras and video cameras
- Recorders and Dictaphones
- Mobile Phones and Smartphones

At Charing Church of England Primary School, we recognise the essential and important contribution that technology plays in promoting your learning and development, both at school and at home. However we also recognise there are potential risks involved when using online technology. The school will take all reasonable precautions to ensure that you are as safe as possible when using school equipment and will work together with you and your family to help you stay safe online.

At Charing Church of England Primary School we want to ensure that all members of our community are safe and responsible users of technology. We will support you to:

- ☞ Become empowered and responsible digital creators and users
- ☞ Use our school resources and technology safely, carefully and responsibly
- ☞ Be kind online and help us to create a school community that is respectful and caring, on and offline
- ☞ Be safe and be sensible online and always know that you can talk to a trusted adult if you need help

We request that you and your family read the school Acceptable Use Policy and return the attached slip.

Should you have any worries about online safety then you can speak with your class teacher, Mrs Borthwick or myself. You can also access support via websites such as www.thinkuknow.co.uk and www.childline.org.uk. The contact details for Childline and CEOP (Child Exploitation and Online Protection) can be found on the school website <http://charingschool.org.uk/>.

We look forward to helping you become a positive and responsible digital citizen.

Yours sincerely,

Alison Crockford
Head Teacher

Early Years and Key Stage 1

- 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 online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I will use the school i-pads and laptops sensibly to help my learning in school
- I will follow instructions and use laptops and i-pads properly
- I know that if I do not follow the rules then:
 - I will not be allowed to use the internet in school for a set amount of time
 - My parents will be contacted
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk and <http://www.netsmartkids.org/> to learn more about keeping safe online

Charing Church of England Primary School
Pupil Acceptable Use Policy – Pupil Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP).

I agree to follow the pupil AUP when:

1. I use school systems and devices, both on and offsite.
2. 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:

Class:

Signed:.....

Date:

Parents'/Carers' name:.....

Parents'/Carers' signature:

Date:.....

Dear Parent/Carer

All pupils at Charing Church of England Primary School use computer facilities and internet access, as an essential part of learning as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- Email
- Games consoles and other games based technologies
- Digital cameras and video cameras

Charing Church of England Primary School recognises the essential and important contribution that technology plays in promoting children's learning and development, believe it and offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems. This includes supervision and educating children about online safety.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child, discuss the content with them and return the attached slip.

(Additional Paragraph for Early Years/KS1/SEN) *We understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.*

Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents can visit the school website's (<http://charingschool.org.uk/>) for more information about our approach to online safety. Full details of the school's online safety policy are available on the school website or on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- www.thinkuknow.co.uk www.childnet.com
- www.nspcc.org.uk/onlinesafety www.saferinternet.org.uk
- www.internetmatters.org

Should you wish to discuss the matter further, please do not hesitate to contact the school Designated Safeguarding Lead (Head Teacher) or Mrs Borthwick (Deputy Safeguarding Lead).

Yours sincerely,

Charing Church of England Primary School
Parent/Carer Acceptable Use Policy Acknowledgment Form

I, with my child, have read and discussed Charing Church of England Primary School's Pupil Acceptable Use Policy.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

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.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child's safety.

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.

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.

I will support the schools online safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child's Name: Class:

Parents'/Carers' name:.....

Parents'/Carers' signature:

Date:.....

At Charing Church of England Primary School we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff at Charing Church of England Primary School take precautions in order to protect themselves both professionally and personally online. With this in mind, we request that all members of staff:

- Are conscious of their own professional reputation and that of the school when online.
 - All members of staff are strongly advised in their own interests, to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it.
 - Content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences. This can have consequences including civil, legal and disciplinary action being taken.
- Are aware that as professionals, we must ensure that the content we post online does not bring the school or our professional role into disrepute, and does not undermine professional confidence in our abilities.
 - The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.
- All Staff be careful when publishing any information, personal contact details, video or images online.
 - It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online, but do so respectfully.
 - Ensure that the privacy settings of the social media sites that you use are set appropriately and access to restricted
 - Ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or their parent/carer, viewing or sharing your content. If the answer is no, then consider if it should be posted online at all.
- Do not to accept pupils (past or present) or their parents/carers as “friends” on a personal account.
 - You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns.
 - If you have a pre-existing relationship with a child or parent/carer that may compromise this or have any queries or concerns, please speak to the Designated Safeguarding Lead (Alison Crockford, Head Teacher) or the Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager).
- Always use a work provided email address or phone number to contact children and parents – this is essential in order to protect yourself as well as the wider community.
- If you are concerned about a child's wellbeing or online behaviour then please speak to the Designated Safeguarding Lead (Alison Crockford, Head Teacher) or the Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager). If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the head teacher and/or chair of governors (Ruth Burns).

- If you are unhappy with the response you receive, or do not feel able to speak to the Designated Safeguarding Lead, head teacher or chair of governors then we request you follow our Whistleblowing procedure (copies of the policy can be found on KLZ, the school website and in the Head Teacher's office)

Documents called "Cyberbullying: Supporting School Staff", "Cyberbullying: advice for head teachers and school staff" and "Safer professional practise with technology" are available in the staffroom and in the Head Teacher's office to help you consider how to protect yourself online.

Please photocopy them if you want or download the documents directly from:

- www.childnet.com,
- www.e-safety.org.uk
- www.gov.uk/government/publications/preventing-and-tackling-bullying
- www.saferinternet.org.uk

Additional advice and guidance for professionals is available locally through the Education Safeguarding Team or nationally through Professional Unions and/or the Professional Online Safety helpline www.saferinternet.org.uk/about/helpline

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school handbook could lead to disciplinary action; it is crucial that all staff understand how to protect themselves online.

Please speak to your line manager, the Designated Safeguarding Lead (Alison Crockford, Head Teacher) or the Deputy Safeguarding Lead (Debbie Borthwick, Pastoral Support Manager). if you have any queries or concerns regarding this.

Yours sincerely,

Alison Crockford
Head Teacher

Appendix 8: Staff and Visitor/Volunteer acknowledgement form

Charing Church of England Primary School
Staff Acceptable Use Policy Acknowledgement Form

I have read, understood and agree to comply with the Staff Acceptable Use Policy (AUP).

Name:

Signed:.....

Date:

Charing Church of England Primary School
Visitor/Volunteer Acceptable Use Policy Acknowledgement Form

I have read, understood and agree to comply with the Visitor/Volunteer Acceptable Use Policy.

Name:

Signed:.....

Date: