



# Acceptable Use Policy (AUP)

## Calcot Infants and Junior Schools

### 1. Document Control

Adopted / Adopted and Adapted / Schools own: **School's own**

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Review period: **Annually**

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Responsible committee: **Curriculum**

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Statutory: **No**

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Required on website: **No**

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Ratified by committee: **September 2023**

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Review due: **September 2024**

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Chair of Governors' signature: **Mrs Julia Kidd**

### 2. Change History

Version	Date	Amendment or No Change
1	2021 June	Created
2	2023 February	No changes
3	2023 September	No changes
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# Acceptable Use Policy (AUP) for STAFF, GOVERNORS, VOLUNTEERS

## Background

We ask everyone involved in the life of Calcot Schools to sign an Acceptable Use\* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and staff, governors and volunteers are asked to sign it when starting at the school and whenever changes are made. All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy.

If you have any questions about this AUP or our approach to online safety, please speak to the Headteacher.

## What am I agreeing to?

### 1. (This point for staff and governors):

I have read and understood Calcot Schools' full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay as outlined in the Online Safety Policy.

2. I understand online safety is a core part of safeguarding and part of everyone's job. It is my duty to support a whole-school safeguarding approach and to learn more each year about best-practice in this area. I have noted the section in our online safety policy which describes trends over the past year at a national level and in this school.
3. I will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult) and make them aware of new trends and patterns that I might identify.
4. I will follow the guidance in the Safeguarding and Online Safety policies for reporting incidents (including for handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media)
5. I understand the principle of 'safeguarding as a jigsaw' where my concern or professional curiosity might complete the picture; online-safety issues (particularly relating to bullying and sexual harassment and violence) are most likely to be overheard in the playground, corridors, toilets and other communal areas outside the classroom. understand the sections on.
6. I will take a zero-tolerance approach to all forms of child-on-child abuse (not dismissing it as banter), including bullying and sexual violence & harassment – know that 'it could happen here'!
7. I will be mindful of using appropriate language and terminology around children when addressing concerns, including avoiding victim-blaming language
8. I will identify opportunities to thread online safety through all school activities as part of a whole school approach in line with the RSHE curriculum, both outside the classroom

and within the curriculum, supporting curriculum/stage/subject leads, and making the most of unexpected learning opportunities as they arise (which have a unique value for pupils).

9. When overseeing the use of technology in school or for homework or remote teaching, I will encourage and talk about appropriate behaviour and how to get help and consider potential risks and the age-appropriateness of websites (find out what appropriate filtering and monitoring systems are in place and how they keep children safe).
10. I will follow best-practice pedagogy for online-safety education, avoiding scaring and other unhelpful prevention methods.
11. I will prepare and check all online sources and classroom resources before using for accuracy and appropriateness. I will flag any concerns about overblocking to the DSL.
12. I will carefully supervise and guide pupils when engaged in learning activities involving online technology, supporting them with search skills, critical thinking, age-appropriate materials and signposting, and legal issues such as copyright and data protection.
13. During any periods of remote learning, I will not behave any differently towards students compared to when I am in school and will follow the same safeguarding principles as outlined in the main child protection and safeguarding policy when it comes to behaviour, ways to contact and the relevant systems and behaviours.
14. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.
15. I know the filtering and monitoring systems used within school and the types of content blocked and am aware of the increased focus on these areas in KCSIE 2023, now led by the DSL. If I discover pupils may be bypassing blocks or accessing inappropriate material, I will report this to the DSL without delay. Equally, if I feel that we are overblocking, I shall notify the school to inform regular checks and annual review of these systems.
16. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology both in and outside school, including on social media, e.g. by not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
17. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same to the headteacher.
18. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am ever not sure, I will ask first.
19. I agree to adhere to all provisions of the school's Cybersecurity and Data Protection Policies at all times, whether or not I am on site or using a school device, platform or network.
20. I will never use school devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
21. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature.

- 22. I understand and support the commitments made by pupils/students, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.
- 23. I understand that breach of this AUP and/or of the school's full Online Safety Policy may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

**To be completed by the user**

I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the school's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Role:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**To be completed by Miss E Kirkby and Mrs F Rostron**

I approve this user to be allocated credentials for school systems as relevant to their role.

**Systems:** RM Unify, Microsoft Account, SIMS, Google Account



**Additional permissions (e.g. admin)** Administrator of accounts

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Role:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



My name is \_\_\_\_\_

To stay **SAFE online and on my devices**:

1. I only **USE** devices or apps, sites or games if I am allowed to
2. I **ASK** for help if I'm stuck or not sure; I **TELL** a trusted adult if I'm upset, worried, scared or confused
3. I look out for my **FRIENDS** and tell someone if they need help
4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult
5. I **KNOW** that online people aren't always who they say they are and things I read are not always **TRUE**
6. Anything I do online can be shared and might stay online **FOREVER**
7. I don't keep **SECRETS**  unless they are a present or nice surprise
8. I don't have to do **DARES OR CHALLENGES** , even if someone tells me I must.
9. I don't change **CLOTHES** or get undressed in front of a camera
10. I always check before **SHARING** my personal information or other people's stories and photos
11. I am **KIND** and polite to everyone

✓

My trusted adults are:

\_\_\_\_\_ at school

\_\_\_\_\_ at home

\_\_\_\_\_

Children can draw their Trusted adult here:

**These statements can keep me and others safe & happy at school and home**

1. ***I learn online*** – I use school internet, devices and logins for school and homework, to learn and have fun. School can see what I am doing to keep me safe, even when at home.
2. ***I behave the same way on devices as face to face in the classroom, and so do my teachers*** – If I get asked to do anything that I would find strange in school, I will tell another teacher.
3. ***I ask permission*** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4. ***I am creative online*** – I don't just use apps, sites and games to look at things other people made or posted; I also get creative to learn or make things, remembering my 'Digital 5 A Day'.
5. ***I am a good friend online*** – I won't share or say anything I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6. ***I am not a bully*** – I know just calling something fun or banter doesn't stop it maybe hurting someone else. I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
7. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
8. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
9. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
10. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult.
11. ***If I make a mistake I don't try to hide it but ask for help.***
12. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
13. ***I know online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
14. ***I never pretend to be someone else online*** – it can be upsetting or even dangerous.
15. ***I check with a parent/carer before I meet an online friend*** the first time; I never go alone.
16. ***I don't go live (videos anyone can see) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
17. ***I don't take photos or videos or people without them knowing or agreeing to it*** – and I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.

18. ***I keep my body to myself online*** – I never get changed or show what’s under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don’t send any photos or videos without checking with a trusted adult.
19. ***I say no online if I need to*** – I don’t have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
20. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I’m doing.
21. ***I follow age rules*** – 13+ games, apps and films aren’t good for me so I don’t use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.
22. ***I am private online*** – I only give out private information if a trusted adult says it’s okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
23. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
24. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
25. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
26. ***I respect people’s work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
27. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can’t believe everything I see online, and I know which sites to trust, and how to double check information I come across. If I am not sure I ask a trusted adult.

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**I have read and understood this agreement. If I have any questions, I will speak to a trusted adult: at**

**school that might mean \_\_\_\_\_**

**Outside school, my trusted adults are \_\_\_\_\_**

I know I can also get in touch with [Childline](#) [ if you have an online or physical worry box, insert name/link here too ]

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_