



The John Wesley Church of England and Methodist Aided Primary School

Acceptable Use Policy

Adapted/Written for The John Wesley CEM Primary School	September 2023
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Flourishing in F.A.I.T.H. (Family, All Included, Thriving & Healthy)

At The John Wesley Church of England & Methodist Primary School, our vision of life without limits in all its fullness puts our children and families at the centre of everything. In our inclusive and unique community with two distinctively Christian foundations, every experience enables all to flourish as individuals and to thrive as God intended; mentally, physically, emotionally and spiritually.

The school welcomes everyone to its family and upholds the principles and teachings of the Christian faith. We provide a secure, caring learning environment, which supports and encourages all to fulfil their potential.

The John Wesley is a Church of England and Methodist Voluntary Aided Primary School and our Christian values are at the heart of everything we do.

- ❖ **Koinonia**
- ❖ **Love**
- ❖ **Compassion**
- ❖ **Wisdom**
- ❖ **Forgiveness**
- ❖ **Service**

These are underpinned by our learning values:

- ❖ **Promoting curiosity** – asking questions, delving deeper and analysing
- ❖ **Developing communication** – listening, empathy and relationship-building
- ❖ **‘Prove it’ opportunities** – problem solving, decision making and exploration
- ❖ **Sharing views and opinions** – visual, spoken and written
- ❖ **Encouraging creativity** – innovation, imagination and spirituality

Our whole school vision is built upon and guided by these. Every school policy is written with this in mind and implemented in way that reflects our vision of our children being able to ‘**Flourishing in F.A.I.T.H**’ (Family, All Included, Thriving & Healthy)’ and as Jesus gave his disciples a vision of a life that is full of possibilities and dreams yet to be met, we encourage our children to live their life in all its fullness.

KEY CONTACTS

	Name	School Email	School Phone Number
Designated Safeguarding Lead (DSL) & Headteacher	Miss Rachael Harrington	Headteacher@john-wesley.org.uk	01233 614660
Deputy Designated Safeguarding Lead	Mrs Cathy Clark	deputy@john-wesley.org.uk	01233 614660
Chair of Governors	Mr Alan Luxton	aluxton@john-wesley.org.uk	
Safeguarding Governor	Mr Rob Gaygan	rgaygan@john-wesley.org.uk	
FLO & DDSL	Miss Agnes Krawiec	flo@john-wesley.org.uk	Work mobile 07561086861
SENCo & DDSL	Miss Karen Hanks	senco@john-wesley.org.uk	01233 614660

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1. INTRODUCTION

- This Acceptable Use of Technology policy has been written by The John Wesley CEM Primary School involving staff, pupils and parents/guardians, building on the Kent County Council The Education People model policy, with specialist advice and input as required.
- It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2022
- The purpose of The John Wesley CEM Primary School Acceptable Use of Technology policy is to
 - safeguard and promote the welfare of all members of The John Wesley CEM Primary School community when using technology.
 - identify approaches to educate and raise awareness of technology safety throughout our community.
 - enable all staff to work safely and responsibly, to role model positive behaviour and to manage professional standards and practice when using technology.
- The AUPs are seen as part of the portfolio of safeguarding policies and as part of The John Wesley CEM Primary School's Staff Code of conduct and children's behaviour policies.

2. POLICY SCOPE

- The John Wesley CEM Primary School recognises that Acceptable Use of Technology policy is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm online.
- The John Wesley CEM Primary School identifies that the internet and associated devices, such as computers, iPads, mobile phones and games consoles are an important part of everyday life which present positive and exciting opportunities, as well as challenges and risks.
- The John Wesley CEM Primary School will empower our pupils to acquire the knowledge needed to use the internet and technology in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks.
- This policy applies to all staff, including the governing body, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the school (collectively referred to as "staff" in this policy) as well as pupils, parents and carers.
- This policy applies to all access to the internet and use of technology, including mobile technology, or where pupils, staff or other individuals have been provided with school issued devices for use, both on and off-site.

Updated content for 2023

The core content within the AUP template for 2023-24 has been updated and remains much the same as 2022-23. Additional content or changes have **been highlighted in yellow**.

PUPIL ACCEPTABLE USE OF TECHNOLOGY STATEMENTS

EARLY YEARS AND KEY STAGE 1 (0-6)

- I understand that the school 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 online links and buttons when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use school computers, iPads and use Seesaw, including if I use them at home.
- I always tell a member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the school rules, the school's Thriving and Flourishing Relationships (behaviour) policy will be followed.
- I have read and talked about these rules with my parents/carers.

SHORTENED KS1 VERSION (FOR USE ON POSTERS OR WITH VERY YOUNG CHILDREN)

- I only go online with a grown-up.
- I am kind online.
- I keep information about me safe online.
- I tell a grown-up if something online makes me unhappy or worried.

KEY STAGE 2 (7-11)

- I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school.
- 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.
- 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 not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.

- I will not 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/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
- 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 email, social networking sites or instant messaging in school.
- If, for any reason, I need to bring a personal/smart device and/or mobile phone into school I know that it is to be handed in to the Class Teacher and locked into a special box and then collected at the end of the school day.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.
- 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.

SHORTENED KS2 VERSION (FOR USE ON POSTERS)

- I ask **a teacher in school and an adult at home** about which websites I can use.
- I will not assume information online is true.
- I know there are laws that stop me copying online content.
- I know I must only open online messages that are safe. If I am unsure, I will not open it without speaking to an adult first.
- I know that people online are strangers, and they may not always be who they say they are.
- If someone online suggests meeting up, I will always talk to an adult straight away.
- I will not use technology to be unkind to people.
- I will keep information about me and my passwords private.
- I always talk to an adult if I see something which makes me feel worried.
- **I know my use of school devices and systems can be monitored.**

PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

CHILDREN 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 rules the behaviour policy consequences will be followed

CHILDREN WITH SEND FUNCTIONING AT LEVELS P7-L1 (BASED ON CHILDNET'S SMART RULES)

- 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 rules the behaviour policy consequences will be followed.
- I tell a grown-up if I want to talk on the internet.
- I do not open messages or emails from strangers.
- 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 will tell a grown up.

CHILDREN WITH SEND FUNCTIONING AT LEVELS L2-4 (BASED ON CHILDNET'S SMART RULES)

- 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 if I do not follow the rules the behaviour policy consequences will be followed.
- I tell an adult if I want to talk to people on the internet.
- If I meet someone online, I talk to an adult.
- I do not open messages from strangers.
- I check web links to make sure they are safe.
- I make good choices on the internet.
- I check the information I see online.
- 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 teacher.

THE JOHN WESLEY CEM PRIMARY SCHOOL ACCEPTABLE USE OF TECHNOLOGY PUPIL AGREEMENT FORM

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

I agree to follow the AUP when:

1. I use school systems and devices, both on site and at home
2. I use my own devices in school when allowed, including mobile phones, smart technology, gaming devices and cameras.
3. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school or accessing school systems such as Seesaw.

Child's Name:	
Signed:	
Parent's Name:	
Signed:	
Class:	
Date:	

**THE JOHN WESLEY CEM PRIMARY SCHOOL
ACCEPTABLE USE OF TECHNOLOGY PARENTAL ACKNOWLEDGMENT OF PUPIL
AGREEMENT**

1. I have read and discussed The John Wesley CEM Primary School Pupil Acceptable Use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child's use of school devices and systems on site and at home including Seesaw, and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another pupil, could have repercussions for the orderly running of the school, if a pupil is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.
3. I understand that any use of school devices and systems are appropriately filtered; this means Netsweeper (monitoring and filtering system) tracks all sites accessed, blocks unsuitable sites and sends daily report logs to the DSL/HT.
4. I am aware that my child's use of school provided devices and systems will be monitored for safety and security reasons, when used on and offsite. Monitoring approaches are in place 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.
5. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems as above, to ensure my child is safe when they use school devices and systems, on and offsite. I however understand that the school cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of materials accessed online, or if my child is using a personal device, including mobile or smart technologies.
6. I am aware that the school mobile and smart technology policy states that my child cannot use personal devices, including mobile and smart technology on site. Year 5 and 6 children may bring mobile phones into school, however they must be turned off as the children walk into school, handed to Class Teachers as they arrive in school. They are then locked in the special device boxes for the day until the end of the day.
7. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the school is closed. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the school remote learning AUP.
8. I and my child are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the school community, or content that could adversely affect the reputation of the school.

9. 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 online.
10. I will inform the school (speaking to a Designated Safeguarding Lead) or other relevant organisations, if I have concerns over my child’s or other members of the school community’s safety online.
11. 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.
12. I understand my role and responsibility in supporting the schools online safety approaches and safeguarding my child online. I will use parental controls, supervise access 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:			
Signed:			
Date:			

PARENT/GUARDIAN ACCEPTABLE USE OF TECHNOLOGY

1. I know that my child will be provided with internet access and will use a range of IT systems including Seesaw and Google in order to access the curriculum and be prepared for modern life whilst at The John Wesley CEM Primary School.
 2. I understand that the AUP applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another pupil, could have repercussions for the orderly running of the school, if a pupil is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.
 3. I am aware that use of mobile and smart technology, such as mobile phones by children, is not permitted at The John Wesley CEM Primary School.
 4. I understand that any use of school devices and systems are appropriately filtered; this means the websites access and actions taken on any device connected to our network are monitored and filtered by the DSLs, IT technician and Netsweeper (a filtering system).
 5. I am aware that my child's use of school provided devices and systems will be monitored for safety and security reasons, when used on and offsite. Monitoring approaches are in place 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.
1. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems as above, to ensure my child is safe when they use school devices and systems, on and offsite. I however understand that the school cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of materials accessed online, or if my child is using a personal device, including mobile or smart technologies.
 2. I am aware 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 have read and discussed The John Wesley CEM Primary School pupil Acceptable Use of Technology Policy (AUP) with my child.
 4. I will support school safeguarding policies and will ensure that I use appropriate parental controls, will appropriately supervise/monitor my child's use of the internet outside of school and will discuss online safety with them when they access technology at home.
 5. I know I can seek support from the school about online safety, such as via the school website (www.john-wesley.org.uk), to help keep my child safe online at home.
 6. I will support the school approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.

7. I, together with my child, will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the school community, or content that could adversely affect the reputation of the school
8. I understand that a partnership approach to online safety is required. If the school has any concerns about either my or my child’s behaviour or safety online, then I will be contacted.
9. I understand that if I or my child do not abide by the The John Wesley CEM Primary School AUP, appropriate action will be taken. This could include consequences being applied in line with the school policies (Child Protection; Thriving and Flourishing Relationships Policy; Mobile and Smart Technology Policy) and if a criminal offence has been committed, the police being contacted.
10. I know that I can speak to all four Designated Safeguarding Leads (Miss Harrington Mrs Clark, Miss Hanks or Miss Krawiec), my child’s class teacher or the Phase Leader if I have any concerns about online safety.

I have read, understood and agree to comply with The John Wesley CEM Primary School Parent/Guardian Acceptable Use of Technology Policy.

Child’s Name:	
Class:	
Parents’ Name:	
Signed:	
Date:	

STAFF ACCEPTABLE USE OF TECHNOLOGY POLICY

1) INTRODUCTION

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use The John Wesley CEM Primary 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 pupils, 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 The John Wesley CEM Primary 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.

2) POLICY SCOPE

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within The John Wesley CEM Primary School, professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that The John Wesley CEM Primary School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school's Child Protection, staff code of conduct alongside the AUPs.
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 code of conduct and safeguarding policies, national and local education and child protection guidance, and the law.

3) USE OF SCHOOL DEVICES AND SYSTEMS

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones and internet access, when working with pupils.
5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed; this use at the school's discretion and can be revoked at any time.
6. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.

4) 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.
 - I will use a 'strong' password to access school systems. 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 should be changed regularly.
 - I will protect the devices in my care from unapproved access or theft, for example not leaving 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 IT system manager and DSL.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.
11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including **UK GDPR** in line with the school information security policies.
 - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.
12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school approved/provided VPN.
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.
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 ICT Support Provider (Page Computers) as soon as possible.
17. If I have lost any school related documents or files, I will report this to the ICT Support Provider (Page Computers) and school Data Protection Officer (Mrs Clark or Miss Harrington) as soon as possible.
18. Any images or videos of pupils will only be used as stated in the school image use policy. I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where pupils and/or parent/carers have given explicit written consent.

5) CLASSROOM PRACTICE

19. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by The John Wesley CEM Primary School as detailed in child protection, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.
20. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and IT Support Provider in line with the school's Child Protection policy.
21. 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 policy and Remote Learning AUP.
22. 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 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 pupils feel comfortable to report concerns and 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) or a Deputy DSLs as part of planning online safety lessons or activities to ensure support is in place for any pupils who may be impacted by the content.
 - o Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
 - o make informed decisions to ensure any online safety resources used with pupils is appropriate.
23. 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.

6) MOBILE DEVICES AND SMART TECHNOLOGY

24. I have read and understood the school mobile and smart technology and social media policies which addresses use by pupils and staff.
25. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct and the school mobile technology policy and the law.

7) ONLINE COMMUNICATION, INCLUDING USE OF SOCIAL MEDIA

26. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes

place in line with the Child Protection policy, staff Code of Conduct, social media policy and the law.

27. As outlined in the staff Code of Conduct and school's social media policy:
 - I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
 - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
28. My electronic communications with current and past pupils and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
 - I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
 - I will not share any personal contact information or details with pupils, such as my personal email address or phone number.
 - I will not add or accept friend requests or communications on personal social media with current or past pupils and/or their parents/carers.
 - If I am approached online by a current or past pupils or parents/carers, I will not respond and will report the communication to my line manager and (name) Designated Safeguarding Lead (DSL).
 - Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL and/or Headteacher.

8) POLICY CONCERNS

29. 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.
30. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
31. 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.
32. I will report and record any concerns about the welfare, safety or behaviour of pupils or parents/carers online to the DSL in line with the school child protection policy.
33. I will report concerns about the welfare, safety, or behaviour of staff online to the Headteacher, in line with school's Child Protection policy and managing the allegations against staff policy.

9) POLICY COMPLIANCE AND BREACHES

34. 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 DSLs/ the Headteacher.
35. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils and

staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

- 36. I understand that if the school believe that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, the school may invoke its disciplinary procedures as outlined in the staff Code of conduct.
- 37. 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.
- 38. 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 The John Wesley CEM Primary School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Staff Name:	
Signed:	
Date:	

VISITOR AND VOLUNTEER ACCEPTABLE USE OF TECHNOLOGY POLICY

1) INTRODUCTION

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology.

This AUP will help The John Wesley CEM Primary School ensure that all visitors and volunteers understand the school's expectations regarding safe and responsible technology use.

2) POLICY SCOPE

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within The John Wesley CEM Primary School, professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that The John Wesley CEM Primary 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.
4. 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.
5. 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.
6. 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.

3) DATA AND IMAGE USE

7. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR.
8. I understand that I am not allowed to take images or videos of pupils. Any images or videos of pupils will only be taken in line with the school's Image Use policy.

4) CLASSROOM PRACTICE

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of pupils.

10. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.

11. I will support and reinforce safe behaviour whenever technology is used on site and I will promote online safety with the pupils in my care.

12. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the school community, I will report this to the DSL and IT Support provider, in line with the school's Child Protection policy.

13. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

5) USE OF MOBILE DEVICES AND SMART TECHNOLOGY

14. In line with the school mobile and smart technology policy, I understand that I can not have any mobiles with me when working with or around children.

6) ONLINE COMMUNICATION, INCLUDING THE USE OF SOCIAL MEDIA

15. I will ensure that my online reputation and use of technology and is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.

- I will take appropriate steps to protect myself online as outlined in the Child Protection/Social Media policy.
- I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
- I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school's Code of Conduct and the law.

16. 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.

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

7) POLICY COMPLIANCE, BREACHES OR CONCERNS

17. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead/s and/or the headteacher.

18. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils

and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

19. I will report and record concerns about the welfare, safety or behaviour of pupils or parents/carers online to the Designated Safeguarding Lead in line with the school child protection policy.
20. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.
21. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
22. 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 The John Wesley CEM Primary School visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Volunteer/ Visitor Name:	
Signed:	
Date:	

THE JOHN WESLEY CEM PRIMARY SCHOOL WI-FI ACCEPTABLE USE POLICY

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

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

1. The school provides Wi-Fi for the school community and allows access for education use only.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the school premises that is not the property of the school.
3. The use of technology falls under The John Wesley CEM Primary School Acceptable Use of Technology Policy (AUP), Thriving and Flourishing Relationship policy, Child Protection policy) which all pupils /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.
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 (name) as soon as possible.
- 14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (name) or the headteacher/manager.
- 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 The John Wesley CEM Primary School Wi-Fi acceptable Use Policy.

Name:	
Signed:	
Date:	

THE JOHN WESLEY CEM PRIMARY SCHOOL STAFF REMOTE/ONLINE LEARNING ACCEPTABLE USE POLICY

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of The John Wesley CEM Primary School community when taking part in remote/online learning following any full or partial school closures.

1. LEADERSHIP OVERSIGHT AND APPROVAL

1. Remote/online learning will only take place using Seesaw and Teams.
 - Seesaw and Teams has been assessed and approved by the Headteacher and members of Senior Leadership Team (SLT).
2. Staff will only use school managed specific, approved accounts with pupils **and** parents/guardians.
 - Use of any personal accounts to communicate with pupils and/or parents/guardians is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the Headteacher & Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible e.g. a school laptop, tablet, or other mobile device. If this is not possible, there are clear expectations in place in relation to safeguarding and data security when using personal devices including using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc.
3. Online contact with pupils and/or parents/guardians will not take place outside of the operating times as defined by SLT:
 - 8.30 – 4.00pm
4. All remote/online lessons will be formally timetabled; a member of SLT, DSL and/or Headteacher is able to drop in at any time.
5. Live-streamed remote/online learning sessions will only be held with approval and agreement from the Headteacher/a member of SLT.

2. DATA PROTECTION AND SECURITY

- a) All remote/online learning and any other online communication will take place in line with current school confidentiality expectations
- b) Only members of The John Wesley CEM Primary School community will be given access to Seesaw.
- c) Access to Seesaw and Teams will be managed in line with current IT security expectations, including using strong passwords and logging off or locking devices when not in use.

3. SESSION MANAGEMENT FOR LIVE SESSIONS

- a) Staff will record the length, time, date, and attendance of any sessions held.
- b) Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - Limiting chat function, staff not permitting pupils to share screens, use of waiting rooms.
- c) When live streaming with pupils for well-being sessions:
 - contact will be made via a parents/guardian's account.
 - staff will mute/disable pupils' videos and microphones if and when needed
 - at least 2 members of staff will be present.
- d) Live 1:1 sessions will only take place with approval from the Headteacher/a member of SLT and appropriate safeguarding procedures are in place
- e) A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
 - Access links should not be made public or shared by participants.

- Pupils and/or parents/guardians should not forward or share access links.
 - Pupils are encouraged to attend sessions in a shared/communal space or room with an open door and supervised by a parent/guardian or another appropriate adult.
- f) Alternative approaches and/or access will be provided to those who do not have access including loaning iPads.

4. BEHAVIOUR EXPECTATIONS

- a) Staff will model safe practice and moderate behaviour online during remote/online sessions as they would in the classroom.
- b) 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.
 - Other attendees cannot record events for their own use
- c) Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- d) 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.
- e) Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

5. POLICY BREACHES AND REPORTING CONCERNS

- a) Participants are encouraged to report concerns during remote/online and live-streamed sessions by reporting concerns to the member of staff running the session or telling a parent/guardian.
- b) 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 the Headteacher.
- c) 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.
- d) Sanctions for deliberate misuse may include: Restricting/removing use, contacting police if a criminal offence has been committed.
- e) Any safeguarding concerns will be reported to the Designated Safeguarding Leads, in line with our child protection policy.

I have read and understood The John Wesley CEM Primary School Acceptable Use Policy (AUP) for remote/online learning.

Staff Member's Name:	
Signed:	
Date:	

**THE JOHN WESLEY CEM PRIMARY SCHOOL
PUPIL REMOTE/ONLINE LEARNING ACCEPTABLE USE POLICY**

1. I understand that:
 - these expectations are in place to help keep me safe when I am learning at home using Seesaw and Microsoft Teams.
 - I should read and talk about these rules with my parents/guardians.
 - remote/online learning will only take place on Seesaw, TT Rockstars, Education City, Purple Mash, Accelerated Reader and Teams and during usual school times.
 - my use of these is monitored to help keep me safe.
2. Only members of The John Wesley CEM Primary School community can access Seesaw.
 - I will only use my school provided login to access remote/online learning.
 - I will use privacy settings as agreed with my teacher/set up the school.
 - I will not share my login/password with others.
 - I will not share any access links to remote/online learning sessions with others.
3. When taking part in remote/online learning I will behave as I would in the classroom. This includes:
 - Using appropriate language.
 - Not taking or recording images/content without agreement from the teacher and/or those featured.
4. When taking part in live sessions I will:
 - mute my video and microphone when not talking.
 - wear appropriate clothing and be in a suitable location.
 - ensure backgrounds of videos are neutral and personal information/content is not visible.
 - not use alternative backgrounds.
 - attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
 - attend sessions in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/guardian or another appropriate adult.
5. If I am concerned about anything that takes place during remote/online learning, I will:
 - reporting concerns to the member of staff running the session, tell a parent/guardians
6. I understand that inappropriate online behaviour or concerns about my safety during remote/online learning will be taken seriously. This could include:
 - restricting/removing access, informing my parents/guardians, contacting police if a criminal offence has been committed.

I have read and understood The John Wesley CEM Primary School Acceptable Use Policy (AUP) remote/online learning.

Child's Name:		Class:	
Parents' Name:			
Signed:			
Date:			