



## **Acceptable Use of Technology Policy**

**Cardinal Newman Catholic Primary School  
Holy Family Catholic Primary School  
St Alban's Catholic Primary School  
St Anne's Catholic Primary School  
St Augustine's Catholic Primary School  
St Charles Borromeo Catholic Primary School  
St Cuthbert Mayne Catholic Primary School  
St Hugh of Lincoln Catholic Primary School  
St John the Baptist Secondary Catholic School  
St Polycarp's Catholic Primary School  
St Thomas of Canterbury Catholic Primary School  
St Peter's Catholic School  
Salesian Catholic Secondary School  
The Marist Catholic Primary School  
St Edmund's Catholic Primary School  
Teach SouthEast**

**This Policy has been approved and adopted by the Xavier Catholic Education Trust in October 2020**

**Committee Responsible: Risk & Audit Committee**

**To be reviewed in October 2021**

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This document should be read in conjunction with other relevant policies including, but not limited to, the Xavier Child Protection and Safeguarding Policy, Online Safety Policy, Behaviour Policy, Relationship and Sex Education Policy, Acceptable Use of Technology Policy, Staff Code of Conduct and Whistleblowing Policy.

## Acceptable Use of Technology Policy Templates

### Early Years and Key Stage 1 Acceptable Use of Technology Policy Agreement

I understand that St Hugh of Lincoln Acceptable Use of Technology Policy will help keep me safe and happy online.

- I will ask a teacher or suitable adult if I want to use the computers/tablets.
- I will only use the internet when a teacher or suitable adult is with me.
- I will only click on links and buttons online when I know what they do.
- I will keep my personal information and passwords safe.
- I will 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, tablets and online subscriptions such as Microsoft Teams, Times Tables Rockstars, Developing Experts, Spelling Shed, Purple Mash, Hampshire Library Service and Mathletics; including when I am at home.
- I will always tell a teacher or suitable adult if something online makes me feel upset, unhappy, or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childnet.com/young-people/primary](http://www.childnet.com/young-people/primary) to learn more about keeping safe online.
- I know that if I do not follow the rules I might not be allowed to use a computer or tablet.
- I have read and talked about these rules with my teacher and parents/carers.

Signed (child: .....

Signed (parent): .....

## Key Stage 2 Acceptable Use of Technology Policy Agreement

I understand that St Hugh of Lincoln Acceptable Use of Technology Policy will help keep me safe and happy online at home and at school. I understand that I must use technology and school systems in a responsible way.

### Learning

- I understand that school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I understand that personal devices are not permitted in school.
- I will always ask permission from an adult before using the internet.
- I will only use websites and search engines that my teacher has chosen.
- I will use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school remote learning Acceptable Use of Technology policy.
- If I bring in USB sticks 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 know that I am not allowed on personal email, social networking sites or instant messaging in school.

### Personal Safety

- I will behave appropriately and responsibly online.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I will only talk with and open messages from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

### Trust

- I know that not everything or everyone online is honest or truthful.
- When I am using the internet to find information, I will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful. I will check content on other sources such as other websites, books or with a trusted adult.
- I will always check I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).

## Responsible

- I will keep my personal information safe and private online.
- I will keep my passwords safe and secure and I will not share them.
- I will not disclose or share personal information about myself or others when on-line.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

## Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I understand that the school can see what I am doing online when I use school computers, tablets and online subscriptions such as Microsoft Teams, Times Tables Rockstars, Developing Experts, Spelling Shed, Purple Mash, Hampshire Library Service and Mathletics; including when I am at home.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childnet.com/young-people/primary](http://www.childnet.com/young-people/primary) to learn more about being safe online.
- I understand that if I fail to comply with the Acceptable Use of Technology Policy I will be subject to sanctions. Please school Behaviour Policy.

## Tell

- If I see anything online that I should not or that makes me feel worried, frightened or upset, I will minimise the page, shut the laptop lid or turn off the screen and tell an adult straight away.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable, worried or frightened when I am online using games or other websites or apps.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher or other adult.
- 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.

## **Learners with Special Educational Needs and Disabilities (SEND) Acceptable Use of Technology Policy Agreement**

### **Learners with SEND functioning in the Pre-Key Stage Standards 1 and 2**

(Based on Childnet's SMART Rules: [www.childnet.com](http://www.childnet.com))

- 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 don't like online, I tell a grown up

### **Learners with SEND functioning in the Pre-Key Stage Standards 3 to 6**

(Based on Childnet's SMART Rules: [www.childnet.com](http://www.childnet.com))

#### **Safe**

- I ask a grown up if I want to use the computer
- On the internet I don't tell strangers my name
- I know that if I do not follow the school rules then I may not be allowed to use the internet for a while.

#### **Meeting**

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

#### **Accepting**

- I don't open emails from strangers

#### **Reliable**

- I make good choices on the computer

#### **Tell**

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

## **Learners with SEND who are working within their Key Stage but below age related expectations**

(Based on Childnet's SMART Rules: [www.childnet.com](http://www.childnet.com))

### **Safe**

- I ask an adult if I want to use the internet
- I keep my information private on the internet
- I am careful if I share photos online

### **Meeting**

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

### **Accepting**

- I don't open messages from strangers
- I won't open links unless I know they are safe

### **Reliable**

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

### **Tell**

- I use kind words on the internet
- If someone is mean online then I don't reply, I save the message and show an adult
- If I see anything online that I don't like, I will tell a teacher

**Use relevant Key Stage Acceptable Use Agreement for Learners with SEND who are working within age related expectations.**

## Learner Acceptable Use of Technology Policy Agreement Form (if age appropriate)

Schools should attach a copy of an age appropriate Acceptable Use of Technology Policy to this form. Primary Schools will need to provide learners and parents/carers with updated versions of the Acceptable Use of Technology Policy as learners progress through the school.

### St Hugh of Lincoln **Acceptable Use of Technology Policy – Learner Agreement**

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

I agree to follow the Acceptable Use of Technology Policy when:

1. I use *school* devices and systems, both on site and at home.
2. I use my own equipment out of the *school*, including communicating with other members of the *school* or when accessing school systems.

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

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

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....



## Parent/Carer Acknowledgement Form

### Learner Acceptable Use of Technology Policy: Parental Acknowledgment

1. I, with my child, have read and discussed St Hugh of Lincoln learner Acceptable Use of Technology Policy and understand that the Acceptable Use of Technology Policy will help keep my child safe online.
2. I understand that the Acceptable Use of Technology Policy applies to my child use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.
3. I am aware that any use of school devices and systems may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
4. I am aware that the school mobile technology policy states that my child cannot use personal device and mobile technology on site.
5. I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure my child is in an appropriate location (e.g. not in bed) and that they are suitably dressed.
6. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.
7. 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.
8. I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use of Technology Policy or have any concerns about my child's safety.
9. 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.
10. 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.
11. I will support the school online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name..... Class .....

Parent/Carer's Name..... Parent/Carer's Signature      Date.....

## **Staff Acceptable Use of Technology Policy**

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use St Hugh of Lincoln IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy. Our Acceptable Use of Technology Policy 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 Acceptable Use of Technology Policy will help ensure that all staff understand school expectations regarding safe and responsible technology use, and can manage the potential risks posed. The Acceptable Use of Technology Policy 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.

It is recognised that social networking has the potential to play an important part in many aspects of school life, including teaching and learning, external communications and continuing professional development. This policy therefore encourages the responsible and professional use of the Internet and social media to support educational delivery and professional development.

### **Policy Scope**

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

### **Use of School Devices and Systems**

4. I will only use the equipment and internet services provided to me by St Hugh of Lincoln for example school provided laptops, tablets, mobile phones and internet access, when working with learners or on school business.
5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff.

6. I am aware that the use of Xavier Catholic Education Trust email or school email for personal use is not permitted.

## **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 a mixture of uppercase, lowercase, characters, numbers and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system.*
  - I will protect the devices in my care from unapproved access or theft and will on no account leave devices visible or unsupervised in public places.
8. I will respect system security and will not disclose my password or security information to others including IT support staff. If required, I will be provided with a temporary password by IT support staff.
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.
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 GDPR in line with 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.
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 IT Manager as soon as possible.
17. If I have lost any school related documents or files, I will report this to the ICT Manger and school Data Protection Officer as soon as possible.
18. Any images or videos of learners will only be used in line with the Photography and Filming Policy.
  - I understand images of learners must always be appropriate and should only be taken with school provided equipment and taken/published where learners and their parent/carer have given explicit consent.

## **Classroom Practice**

19. I am aware of safe technology use in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the school online safety policy.
20. I have read and understood the school online safety policy which covers expectations for learners regarding mobile technology and social media.
21. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
  - exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used on site.
  - creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
  - involving the Designated Safeguarding Lead or Deputy Safeguarding Lead as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
  - make informed decisions to ensure any online safety resources used with learners is appropriate.
22. I will report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the DSL in line with the School online safety and child protection and safeguarding policy.

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.

## **Use of Social Media and Mobile Technology**

24. I have read and understood the School Online Safety Policy which covers expectations regarding staff use of mobile technology and social media.

25. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the Staff Code of Conduct when using school and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.

- I will take appropriate steps to protect myself online when using social media as outlined in the Online Safety Policy.
- I am aware of school expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the Online Safety Policy.
- I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
- I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the Staff Code of Conduct and the law.

26. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels, such as a school email address or telephone number.
- I will not share any personal contact information or details with learners, such as my personal email address or phone number.
- I will not add or accept friend requests or communications on personal social media with current learners.
- If I am approached online by a learner or parents/carer, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the Acceptable Use of Technology Policy will be discussed with the Headteacher.

27. 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 Headteacher.

- 28. 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.
- 29. 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.
- 30. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

### **Policy Compliance**

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

### **Policy Breaches or Concerns**

- 32. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school Child Protection and Safeguarding Policy.
- 33. I will report and record concerns about the welfare, safety or behaviour of staff to the Headteacher in line with the Child Protection and Safeguarding Policy and Staff Code of Conduct.
- 34. I will report and record concerns about the welfare, safety or behaviour of the Headteacher to the the Xavier CEO, Ani Magill.
- 35. I understand that if St Hugh of Lincoln believe that unauthorised and/or inappropriate use of school systems or devices is taking place, the school may invoke its disciplinary procedures as outlined in the Staff Code of Conduct.
- 36. I understand that if St Hugh of Lincoln 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.
- 37. I understand that if St Hugh of Lincoln suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with the Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....

Date (DDMMYY).....

## **Visitor and Volunteer Acceptable Use of Technology Policy**

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

This Acceptable Use of Technology Policy will help St Hugh of Lincoln ensure that all visitors and volunteers understand the school expectations regarding safe and responsible technology use.

### **Policy Scope**

1. I understand that this Acceptable Use of Technology Policy applies to my use of technology systems and services provided to me or accessed as part of my role within St Hugh of Lincoln both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies.
2. I understand that this Acceptable Use of Technology Policy should be read and followed in line with the School Staff Code of Conduct.
3. I am aware that this Acceptable Use of Technology Policy does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, School Staff Code of Conduct and the School Child Protections and Safeguarding policy, national and local education and child protection guidance, and the law.

### **Data and Image Use**

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. I understand that I am not allowed to take images or videos of learners. Any images or videos of learners will only be taken in line with the School Photography and Filming Policy.

### **Classroom Practice**

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the School Online Safety Policy.
7. Where I deliver or support remote learning, I will comply with the school remote learning Acceptable Use of Technology Policy.
8. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.

9. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) Deb Harper in line with the School Child Protection and Safeguarding Policy.
10. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

## **Use of Social Media and Mobile Technology**

11. I have read and understood the School Online Safety Policy which covers expectations regarding staff use of social media and mobile technology.
12. I will ensure that my online reputation and use of technology and is compatible with my role within St Hugh Of Lincoln. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - I will take appropriate steps to protect myself online as outlined in the Online Safety Policy
  - I will not discuss or share data or information relating to learners, staff, school 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 Staff Code of Conduct and the law.
13. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via school approved communication channels such as via a school provided email address, 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 this will be discussed with the DSL Deb Harper.
14. 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 Deb Harper.
15. 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.
16. 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.
17. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.



## Policy Compliance, Breaches or Concerns

18. I understand that the school may exercise its right to monitor the use of school information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
19. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead in line with the School Child Protection and Safeguarding Policy and Staff Code of Conduct.
20. I will report concerns about the welfare, safety, or behaviour of staff to the Headteacher, in line with the School Child Protection and Safeguarding Policy and Staff Code of Conduct.
21. I will report concerns about the welfare, safety or behaviour of the Headteacher to the Xavier CEO Ani Magill.
22. 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.
23. 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 St Hugh of Lincoln visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed: .....

Date (DDMMYY).....

## Wi-Fi Acceptable Use Policy (Can be electronic)

As a professional organisation with responsibility for children's safeguarding it is important that all members of St Hugh of Lincoln 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. provides Wi-Fi for the school community and allows access for school business and education use only.
2. I am aware that St Hugh of Lincoln will not be liable for any damages or claims of any kind arising from the use of the wireless service. St Hugh of Lincoln 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 St Hugh of Lincoln Acceptable Use of Technology Policy, Online Safety Policy, Behaviour Policy, Staff Code of Conduct, Child Protection and Safeguarding Policy and Data Protection Policy which all learners/staff/visitors and volunteers must agree to and comply with.
4. St Hugh of Lincoln 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. St Hugh of Lincoln 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. 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. St Hugh of Lincoln 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 St Hugh of Lincoln 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 St Hugh of Lincoln security and filtering systems or download any unauthorised software or applications.
11. My use of St Hugh of Lincoln Wi-Fi will be safe and responsible and will always be in accordance with the Acceptable Use of Technology Policy 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 St Hugh of Lincoln into disrepute.
13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead or the headteacher.
15. I understand that my use of the St Hugh of Lincoln 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 St Hugh of Lincoln 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 St Hugh of Lincoln Wi-Fi Acceptable Use Policy.**

Name .....

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

# Appendix 1 - Staff Acceptable Use of Technology Policy for Remote Learning and Online Communication

The Remote Learning Acceptable Use of Technology Policy is in place to safeguard all members of St Hugh of Lincoln community when taking part in remote learning following any full or partial school closures.

## Leadership Oversight and Approval

1. Remote learning will only take place using Microsoft Teams.
2. Staff will only use school managed or specific, approved professional accounts with learners and/or parents and carers.
  - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the Designated Safeguarding Lead (DSL) and Headteacher.
  - Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet, or other mobile device.
3. Online contact with learners and/or parents and carers will not take place outside of the operating times as defined by SLT:
  - 8.30 am and 3.15pm
4. All remote lessons will be formally timetabled; a member of SLT, DSL and/or head of department is able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from a member of SLT.

## Data Protection and Security

6. Any personal data used by staff and captured by Microsoft Teams (or any other online platforms identified in the code of conduct) when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
7. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in the Data Protection Policy and Staff Code of Conduct.
8. All participants will be made aware that Microsoft Teams records activity.
9. Only members of St Hugh of Lincoln community and external IT support services will be given access to Microsoft Team accounts.
10. Access to Microsoft Teams and any other programmes named in this policy will be managed in line with current IT security expectations as outlined in the School Online Safety Policy.

## Session Management

11. Staff will record the length, time, date, and attendance of any sessions held. This data will be held in the documents section of the 'Teachers' Team.
12. Appropriate privacy and safety settings will be used to manage access and interactions as set by the network management team at Salesians.
13. When live streaming with learners:
  - contact will be made via Microsoft Teams

- staff will maintain control to mute audio, control video access and remove learners if necessary.
  - SLT members will have immediate and unfettered access to all live sessions: a programme of regular random monitoring will be implemented.
14. Live 1 to 1 sessions will only take place with approval from the Headteacher or SENDCO. A parent must be present in the room during the session.
15. A pre-agreed email detailing the session expectations will be sent to those invited to attend.
- Access links should not be made public or shared by participants.
  - Learners and/or parents/carers should not forward or share access links.
  - If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
  - Learners are encouraged to attend lessons in a shared space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
16. Alternative approaches and/or access will be provided to those who do not have access.
17. SLT members will have immediate and unfettered access to all 1:1 sessions: a programme of regular random monitoring will be implemented.

### **Behaviour Expectations**

18. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
19. All participants are expected to behave in line with existing school policies and expectations. This includes:
- Appropriate language will be used by all attendees.
  - Staff will not take or record images for their own personal use.
  - Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.
20. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
21. When sharing videos and/or live streaming, participants are required to:
- wear appropriate dress.
  - ensure backgrounds of videos are neutral (blurred if possible).
  - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
22. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account. Online resources to which children are directed will not contain advertising of any kind.

### **Policy Breaches and Reporting Concerns**

23. Participants are encouraged to report concerns during remote and/or live streamed sessions:
- Learners should report concerns to the member of staff running the session or tell parent/carer.

- 24. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the Head Teacher.
- 25. Inappropriate online behaviour will be responded to in line with existing policies such as Acceptable Use of Technology Policy, Child Protection and Safeguarding Policy, Staff Code of Conduct and Behaviour Policy.
- 26. Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.
- 27. Any safeguarding concerns will be reported to the Designated Safeguarding Lead, in line with our Child Protection and Safeguarding Policy.

**I have read and understood the St Hugh of Lincoln Acceptable Use of Technology Policy for remote learning.**

Staff Member Name: .....

Staff Signature .....

Date.....

## Appendix 2 – Whole School Remote Learning Acceptable Use of Technology Policy

1. I understand that:
  - these expectations are in place to help keep me safe when I am learning at home using Microsoft Teams or any other app or website identified for use by my teacher.
  - I should read and talk about these rules with my parents/carers.
  - remote learning will only take place using Microsoft Teams and any other app or website my teacher has directed me to. Live sessions on Teams will only be during usual school times.
  - my use of Microsoft Teams and other approved apps is monitored to help keep me safe.
  - any external websites or apps I am referred to by my teacher have been checked to ensure they are safe for me to use. Whilst learning I should only visit apps or websites my teacher tells me to.
  
2. Only I, my parents or guardians and the staff at St Hugh of Lincoln and Salesians school's should be able to access my account on Microsoft Teams.
  - I will only use my school provided logins to access remote learning.
  - I will immediately report it to my teacher if I believe my account has been accessed by another person other than those listed above.
  - I will use privacy settings as agreed with my teacher.
  - I will not share my login/password with others.
  - I will not share any access links to remote learning sessions with others.
  - I will report any technical issues or errors to my teacher.
  
3. When taking part in remote 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. (amend as appropriate)
  
4. When taking part in live sessions I will:
  - follow the visual Acceptable Use Guide that my teacher showed me on my first session and can be found in the files part of Microsoft Teams.
  - mute my microphone unless asked to speak by the teacher.
  - ensure my camera is turned on at all times.
  - wear appropriate clothing and be in a suitable location.
  - ensure backgrounds of videos are neutral and personal information/content is not visible.
  - use appropriate alternative backgrounds.
  - attend a session in full.
  - attend lessons in a shared/communal space or room with an open door.
  - contribute where appropriate to discussions and learning.
  
5. If I am concerned about anything that takes place during remote learning, I will:
  - report concerns to the member of staff running the session or tell a parent/carer.

6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
- restricting/removing access, informing parents/carers, contacting police if a criminal offence has been committed. Amend according to school policy/process.