Lamberhurst St. Mary's CE Primary School

ACCEPTABLE USE OF TECHNOLOGY POLICY

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Written By	Mrs N. Mitchell
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Headteacher	Mrs. C Vickery-Booth
Chair of Governors	Mr. P Edgesmith
Date of next full review	November 2026

Inspired by the Parable of the Sower, all children and adults in our inclusive Christian school community are able to thrive and flourish. Like seeds on good earth, all are nurtured with supportive loving care.

This policy will be reviewed following any lessons learnt and/or updates to national or local guidance and procedures and will be especially important following changes to technology use made.

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KENT LADO EDUCATION SAFEGUARDING ADVISORY SERVICE
KEEPING CHILDREN SAFE IN THE CHILDREN'S WORKFORCE

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

Contents

Pupil Acceptable Use of Technology Statements
Early Years and Key Stage 1
Key Stage 2
Pupil Acceptable Use Policy Agreement Form

Pupil Acceptable Use of Technology Statements and Form for Parents/Carers
Parent/Carer Acknowledgment Form
Parent/Carer Acceptable Use of Technology Policy

Acceptable Use of Technology for Staff, Visitors and Volunteers
Staff Acceptable Use of Technology Policy
Visitor and Volunteer Acceptable Use of Technology Policy
PTA Social Networking Acceptable Use Policy
Wi-Fi Acceptable Use Policy

Remote Learning AUPs
Staff Remote/Online Learning Acceptable Use of Technology Policy
Pupil Remote/Online Learning Acceptable Use of Technology Policy
Appendix 1: Early Years and KS1 Acceptable Use Poster
Appendix 2: KS2 Acceptable Use Poster

Pupil Acceptable Use of Technology Statements

Early Years and Key Stage 1

- I understand that the school rules will help keep me safe and happy when I go online.
- I only go online when an adult is with me.
- I only click on online things online 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 polite and friendly messages online.
- I know the school can see what I am doing online when I use school computers, tablets and iPads.
- I may not bring my own devices to school.
- If I see something online that makes me feel upset, unhappy, or worried I will always tell an adult.
- I can visit www.ceopeducation.co.uk to learn more about keeping safe online.
- I know that if I do not follow the school rules:
    - **There will be consequences: my teacher/ Head Teacher may talk to my parent/carer.**
- I have read and talked about these rules with my parents/carers.

Key Stage 2

I understand that the school's Acceptable Use Policy will help keep me safe and happy online at home and at school.

Safe

- I will be kind and respectful online, just like I am in school.
- I only send messages which are polite and friendly.
- I will only share pictures or videos online if they are safe, kind, and I have asked for permission first.
- I will only click on links if a trusted adult says they are safe.
- I know that people online might not be who they say they are. I will only chat with people I know or who a trusted adult says are safe.
- If someone online asks to meet me, I will tell a trusted adult straight away.

Learning

- I know that I may not bring my own personal smart devices to school.
- I always ask permission from an adult before using the internet.
- I only use websites, tools and/or search engines that my teacher has chosen or given me permission to use.
- I use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the same rules in this policy.

- **Trust**
- I know that some things or people online might not be honest or truthful.
- If I'm not sure something online is true, I will check with other websites, books, or ask a trusted adult.
- I always credit the person or source that created any work, images, or text I use.
- I will use Artificial Intelligence (AI) tools safely and sensibly. I won't use them to cheat, copy other people's work, or say anything unkind. I know that AI tools can sometimes make mistakes. I will only use them when a teacher or trusted adult says it's okay.

Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- 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.

Tell

- If I see anything online that makes me feel worried or upset, I will minimise the screen and tell an adult immediately.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher at school.
- I know it is not my fault if I see something upsetting or unkind online.
- If I'm not sure about something online or it makes me feel worried or scared, I will talk to a trusted adult.

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school owned devices and networks are checked/monitored to help keep me safe, even if I use them at home. This means someone at the school may be able to see and/or check my online activity when I use school devices and/or networks if they are worried about my or anyone else's safety or behaviour.
- If, for any reason, I need to bring a mobile phone and/or other wearable technology into school, I know it must be handed into the school office and collected at the end of the school day.
- I have read and talked about these rules with my parents/carers.
- I can visit www.ceopeducation.co.uk and www.childline.org.uk to learn more about being safe online or to see help.
- I know that if I do not follow the school rules then may parents/carers may be informed.

Pupil/Student Acceptable Use Policy Agreement Form

I, with my parents/carers, have read and und erstood the Lamberhurst St Mary's School Pupil Acceptable Use of Technology Policy (AUP) and remote learning AUP.

I agree to follow the AUP when:

- I use school systems and devices, both on site and at home.
- I know that using my own devices in school or on any school trips is not allowed, including mobile phones, smart watches, gaming devices and cameras. If I need a mobile phone of occasional after school use, I must hand it in to the school office as I enter school and collect it at the end of the school day.
- I use my own equipment out of school, including communicating with other members of the school or when accessing school systems.

Child's Name **Signed**

Year Group **Date signed**

Parent/Carer's Name

Signature

Date signed

Acceptable Use of Technology Sample Statements and Forms for Parents/Carers

Parent/Carer AUP Acknowledgement Form

Lamberhurst St Mary's Pupils Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed the school's 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, 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 understand that any use of school devices and systems are appropriately filtered; this includes the school's educational broadband connectivity through Broadband 4 Schools.

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. All school devices are linked to the school server which is monitored by the school's ICT Technical Manager and Broadband 4 Schools.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. If my child needs a mobile phone of occasional after school use, they must hand it in to the school office as they enter school and collect it at the end of the school 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. When accessing video learning, I will ensure they are in an appropriate location (e.g. not in bed) and that they are suitably dressed.

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 (for example speaking to the Headteacher and Designated Safeguarding Lead, Mrs Vickery-Booth) 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 school 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

Parent/Carer's Name

Signature

Date signed

Parent/Carer Acceptable Use of Technology Policy (AUP)

1. I know that my child will be provided with internet access and will use a range of IT systems including school computers, laptops, tablets and iPads in order to access the curriculum and be prepared for modern life whilst at Lamberhurst St Mary's 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 Lamberhurst St Mary's Primary School, including on all school trips. If my child needs a mobile phone of occasional after school use, they must hand it in to the school office as they enter school and collect it at the end of the school day.
4. I understand that any use of school devices and systems are appropriately filtered; this includes the filtering of the school's educational broadband connectivity through Broadband 4 School which blocks sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature.
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. This include filtering and monitoring by Broadband 4 Schools. 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.
6. 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.
7. 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.
8. I have read and discussed Lamberhurst St Mary's School Pupil Acceptable Use of Technology Policy (AUP) with my child.
9. 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.

10. I know I can seek support from the school about online safety, such as via the school website (http://www.lamberhurst.kent.sch.uk) to help keep my child safe online at home.
11. 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.
12. 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.
13. 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.
14. I understand that if I or my child does not abide by the Lamberhurst St Mary's School AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies including behaviour, online safety and anti-bullying policy and if a criminal offence has been committed, the police being contacted.
15. I know that I can speak to the Designated Safeguarding Lead (Mrs Vickery Booth), or my child's class teacher if I have any concerns about online safety.

Child's Name

Parent/Carer's Name

Signature

Date signed

Acceptable Use of Technology for Staff, Visitors and Volunteers

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Lamberhurst St Mary's 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 Lamberhurst St Mary's School expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy scope

1. I understand that this 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 Lamberhurst St Mary's 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 Lamberhurst St Mary's School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school child protection and online safety policy, staff code of conduct.

3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of school devices and systems

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets and internet access, when working with pupils. Personal mobile phones may be used to access approved school apps such as 'Seesaw'.

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.

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.
    - I will protect the devices in my care from unapproved access or theft such as 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.

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 GDPR and data protection policy 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.
    - Any data being shared online, such as via cloud systems or artificial intelligence tools (AI), will be suitably risk assessed and approved by the

school Data Protection Company Satsawna and leadership team prior to use to ensure it is safe and legal.

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 VPN.

13. 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.

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

15. 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 (Paul Ashmore, PJA Systems Ltd) as soon as possible.

16. If I have lost any school related documents or files, I will report this to the ICT Support Provider (Paul Ashmore, PJA Systems Ltd) and school Data Protection Company (Satsawna) as soon as possible.

17. Any images or videos of pupils will only be used as stated in the school camera and 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. By agreement with the headteacher personal cameras and mobile phones may be used, the images must be uploaded to the school server as is reasonably possible and deleted from the device.

Classroom practice

18. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by Lamberhurst St Mary's School as detailed in the child protection and online safety, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.

19. 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 (Mrs Vickery-

Booth) and IT provider (Paul Ashmore, PJS Systems Ltd) in line with the school child protection and online safety policy.

20. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces, including appropriate supervision of pupils, as outlined in the school online safety policy, child protection and online safety policy.

21. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our school community. However, I also recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material. Additionally, its use can pose moral, ethical and legal concerns if not carefully managed. As such, I understand that:

- AI tools are only to be used responsibly and ethically, and in line with our school child protection, data protection, and professional conduct policy expectations.
- A risk assessment will be undertaken, and written approval will be sought from the senior leadership team prior to any use of AI tools, for example if used in the classroom, or to support lesson planning.
- I am required to critically evaluate any AI-generated content for accuracy, bias, and appropriateness before sharing or using it in educational contexts.
- AI must not be used to replace professional judgement, especially in safeguarding, assessment, or decision-making involving pupils.
- Only approved AI platforms may be used with pupils. Pupils must be supervised when using AI tools, and I must ensure age-appropriate use and understanding prior to use.
- Any misuse of AI will be responded to in line with relevant school policies, including but not limited to, anti-bullying, staff and pupil behaviour and child protection.

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:

- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- 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.
- involving the Designated Safeguarding Lead (DSL) (Mrs Vickery-Booth) or a deputy (Mrs Mitchell) 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.

- 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.
- make informed decisions to ensure any online safety resources used with pupils is appropriate.

23. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

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.

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/online safety policy, staff code of conduct, social media policy and the law.

27. As outlined in the staff code of conduct and school 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 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 headteacher and Designated Safeguarding Lead (DSL Mrs Vickery-Booth).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the headteacher.

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 child protection policy and the allegations against staff policy.

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 DSL and 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 believes 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 Lamberhurst St Mary's School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of member of staff

Signed

Date

Visitor and Volunteer Acceptable Use of Technology Policy

For visitors and volunteers (and staff) who do not have access to school ICT systems.

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 Lamberhurst St Mary's School 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 (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 Lamberhurst St Mary's 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 Lamberhurst St Mary's 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.

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 camera and image use policy.

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 Mrs Vickery-Booth, in line with the schoolchild protection and online safety policy.

13. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

Use of mobile devices and smart technology

14. In line with the school mobile and smart technology policy, I understand that my use of mobile devices and smart technology is in line with the expectations for school staff.

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 online safety and 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 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 DSL and Headteacher Mrs Vickery-Booth.

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 (Mrs Vickery-Booth).

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 (Mrs Vickery-Booth) 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 Mrs Vickery-Booth, 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 Lamberhurst St Mary's School visitor/volunteer AUP when using the internet and other associated technologies, both on and off site.

Name

Signed Date

PTA Social Networking Acceptable Use Policy

For parents/volunteers running school social media accounts e.g. PTA groups and committees

As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to online safety. I am aware that Facebook is a public and global communication tool and that any content posted on the Lamberhurst St Mary's PTA Facebook page may reflect on the school, its reputation and services.

- I will not use the page to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
- I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Headteacher and Designated Safeguarding Lead, Mrs Vickery-Booth. The Headteacher retains the right to remove or approve content posted on behalf of the school. Where it believes unauthorised and/or inappropriate use of the PTA Facebook page, or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.

- I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
- I will follow the school's policy regarding confidentially and data protection/use of images. I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community. Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded with permission from the school and these will be for the sole purpose of inclusion on Facebook and will not be forwarded to any other person or organisation.
- I will promote online safety in the use of Facebook and will help to develop a responsible attitude to safety online and to the content that is accessed or created.
- I will ensure the site has a strong password to secure the account. The school Designated Safeguarding Lead Mrs Vickery-Booth and Office Member Mrs Chenery, will have full admin rights to the account.
- I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
- I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Headteacher and Safeguarding Lead, Mrs Vickery-Booth, immediately.
- I will ensure that the Lamberhurst St Mary's PTA Facebook page is moderated on a regular basis as agreed with the Designated Safeguarding Lead, Mrs Vickery-Booth.
- I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices and the safe use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the head teacher.
- If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Headteacher and Designated Safeguarding Lead, Mrs Vickery-Booth.

I have read and understood and agree to comply with the School Parent Association Social Networking Acceptable Use policy.

Signed: …….... Print Name: ……..……

Date: ……..……..…

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 visiting professionals, only by prior permission from the Headteacher or Deputy Headteacher. A temporary time limited password will be created by ICT Manager Paul Ashmore PJA Systems for events such as PTA Disco, School Fete, Book Sales.
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 Lamberhurst St Mary's School Acceptable Use of Technology Policy (AUP), online safety policy, staff code of conduct, child protection UK GDPR ad data protection policies 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 (Mrs Vickery-Booth) as soon as possible.

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

15. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with Lamberhurst St Mary's School Wi-Fi Acceptable Use Policy.

Name: ……

Signed: ……

Date: ……

Acceptable Use Policy (AUP) for Remote/Online Learning

KCSIE states "*Schools and colleges are likely to be in regular contact with parents and carers. Those communications should be used to reinforce the importance of children being safe online and parents and carers are likely to find it helpful to understand what systems schools and colleges use to filter and monitor online use. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online".*

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

- LGfL: Safeguarding Considerations for Remote Learning
- SWGfL: Which Video Conference platform is best?

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

- Local guidance:
  - Kelsi:
    - Online Safety Guidance for the Full Opening of Schools
  - The Education People: Covid-19 Specific Safeguarding Guidance and Resources
    - 'Safer remote learning during Covid-19: Information for School Leaders and DSLs'
- National guidance:
  - DfE: 'Safeguarding and remote education during coronavirus (COVID-19)

- SWGfL: Safer Remote Learning
- NSPCC: Undertaking remote teaching safely
- Safer Recruitment Consortium: Guidance for safer working practice

Remote/Online Learning AUP - Staff Statements

Lamberhurst St Mary's Staff Remote/Online Learning AUP

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of school when taking part in remote/online learning, for example following any full or partial school closures.

Leadership oversight and approval

1. Remote/online learning will only take place using Microsoft 365/Teams.
   - Microsoft 365/Teams has been assessed and approved by the headteacher.
   - Staff will only use school managed, approved professional accounts with pupils and/or parents/carers. Use of any personal accounts to communicate with pupils and/or parents/carers is not permitted.
   - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Mrs Vickery-Booth, Designated Safeguarding Lead (DSL).
   - Staff will use work provided equipment where possible**,** e.g, a school laptop, tablet, or other mobile device, however home devices can be used for communication purposes and accessing the internet.

2. Online contact with pupils **and/or** parents/carers will not take place outside of the operating times as defined by SLT:
   - Agreed times are 09:00 to 15:30 unless a specific meeting is authorised by Headteacher Mrs Vickery Booth.

3. All remote/online lessons will be formally timetabled**;** the DSL Mrs Vickery-Booth is able to drop in at any time.

4. Live-streamed remote/online learning sessions will only be held with approval and agreement from the headteacher Mrs Vickery-Booth.

Data Protection and Security

5. Any personal data used by staff and captured by Microsoft 365/Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.

6. All remote/online learning and any other online communication will take place in line with current school confidentiality expectations as outlined in school confidentiality expectations.

7. All participants will be made aware that Microsoft 365/Teams records activity.
8. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by the Headteacher and in line with our data protection policy requirements.

9. Only members of Lamberhurst St Mary's School community will be given access to Microsoft 365/Teams.

10. Access to Microsoft 365/Teams. will be managed in line with current IT security expectations as outlined in our online safety policy.

Session management

11. Staff will record the length, time, date, and attendance of any sessions held in their diaries.

12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
    - **language filters, disabling/limiting chat, staff not permitting children/young people to share screens, keeping meeting IDs private, use of waiting rooms or equivalent.**

13. When live streaming with pupils:
    - contact will be made via pupils school provided logins.

    - staff will mute/disable children's/pupils/students' videos and microphones which will be allowed under staff control at specific times. This is likely to vary based on age and ability of pupils.. at least 2 members of staff will be present.

14. Live 1:1 sessions will only take place with approval from the headteacher, and if ***a parent/carer or another approved membe of staff is present in the room if possible (however, this may not be appropriate if providing counselling or safeguarding support) and the session is auditable*.**

15. 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/carers should not forward or share access links.
    - If pupils or parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.

- Pupils are encouraged to attend lessons in a shared/communal 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.

Behaviour expectations

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

18. 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.**

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

20. 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.

21. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

22. Participants are encouraged to report concerns during remote or live-streamed sessions by reporting concerns to the teacher running the session or telling a parent/carer/trusted adult.:

23. 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 DSL Mrs Vickery-Booth.

24. 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.

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

26. Any safeguarding concerns will be reported to Mrs Vickery-Booth Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Lamberhurst St Mary's School Acceptable Use Policy (AUP) for remote learning.

Staff Member Name: .....

Signed: .....

Date: .....

Remote/Online Learning AUP – Pupil/Student Statements

Lamberhurst St Mary's School Remote/Online Learning AUP

1. I understand that:
    - these expectations are in place to help keep me safe when I am learning at home using Microsoft 365/Teams.
    - I should read and talk about these rules with my parents/carers.
    - remote/online learning will only take place using Microsoft 365/Teams and during usual school times.
    - my use of Microsoft 365/Teams is monitored to help keep me safe.
2. Only members of the Lamberhurst St Mary's School community can access Microsoft 365/Teams.
    - I will only use my school provided login to access remote 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 learning sessions with others.

3. When taking part in remote/online learning I will behave as I would in the classroom.
    - I will use appropriate language.
    - Not take or record images/content without agreement from the teacher.
4. When taking part in live sessions I will:
    - mute my video and microphone.
    - 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 the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
- attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

5. If I am concerned about anything that takes place during remote/online learning, I will:
    - report my concerns to the member of staff running the session, tell a parent/carer or other trusted adult at home.

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

I have read and understood the Lamberhurst St Mary's School Acceptable Use Policy (AUP) for remote learning

Name: ..... Signed: ..... Year: .....

Name: ..... Signed: ..... Year: .....

Name: ..... Signed: ..... Year: .....

Name: ..... Signed: ..... Year: .....

Date: .....

Parent/Carers Name: .....

Parent/Carers Signature: ..... Date.....

Appendix 1: Early Years and KS1 Acceptable Use Poster



Appendix 2: KS2 Acceptable Use Poster

