

CHILDRENS ACCEPTABLE USE POLICY

Date ratified by the Governing Board	November 2020
Review date (by)	November 2022

Remember that I commanded you to be strong and brave. So don't be afraid. The Lord your God will be with you everywhere you go² (Joshua 1:9)

As the harvest grows from the soil, Hayfield Cross came to life in 2015. From nothing, we have grown at the heart of our new community, persevering through challenge into a flourishing school. Guided by our Christian values the seeds of Joy, Integrity and Fellowship are planted as we instil this pioneering spirit in our children, challenging them through exciting learning to aspire to greatness in all that they do.



Dear Parent/Carer

At Hayfield Cross we take the safety of the pupils both in and out of school very seriously. All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. Due to this increased prominence of technology and the access children now have to it means that they also need to understand the risks of using such technology.

Both in school and through remote learning, it is particularly important that the children understand how to be safe and responsible with the technology around them which is why all our classes receive an internet awareness lesson in the first few weeks of a new school year. Throughout the year the children are also reminded about internet safety through visitor talks, Online Safety Day and class lessons through Purple Mash. With safety and responsibility as the priority, attached to this letter is our Children's Computing Acceptable Use Policy (AUP) based on the Northampton County Council guidelines followed by KS1, KS2 and Parental AUP agreements. Please could you read the relevant agreements personally and with your child to make sure they understand what it means and return the signed forms to school at your earliest convenience.

By working together in our school community we can ensure all children are aware of both the benefits and the risks of technology and how we can access these benefits safely.

To find out more about online safety, please find Hayfield Cross School's full Online Safety Policy on our website. Here you all also find online safety resources for parents and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

Any further questions please do not hesitate to ask.

Kind regards
Mrs Bellamy Online Safety Lead.

Children's Computing Acceptable Use Policy

1. Introduction

The school's Computing resources are essential to the effective delivery of learning for children. Computers and other networked facilities including Internet access are available within the school and should be used to promote children's educational learning.

2. Scope

This policy applies to all school children who have access to the school's Computing network and resources and who may be supplied with school Computing equipment including laptops.

3. Responsibilities of School Children when using Computing resources

To ensure that school Computing resources are utilised effectively it is essential that children;

- make careful and considerate use of the school's Computing resources, report faults and work in a way that minimises the risk of introducing computer viruses to the system.
- recognise their responsibility to maintain the privacy of individuals, comply with current legislation and the expectations of the school;
- know and follow the School's Acceptable Use Policy as it applies to them.

4. Responsibilities of School Children when using Laptops/ tablets/ Ipads

- The laptop/ tablet, Ipad is the property of the school and is provided to children during school time.
- School laptops have a list of software installed on the hard drive. No addition or deletion of any software or hardware is permitted without the express permission of the Class Teacher or School Computing Manager.
- Good care should be taken to prevent damage of computing equipment as far as is practical. For example, the laptop should never be left near the edge of a table or carried around school without its case or other suitable protection. Any damage should be reported immediately to the Class Teacher or Computing Manager.

5. Use of other School Computing Equipment

- With the introduction of remote learning, children may at time to time need to borrow school Computing equipment. Where this is the case children who borrow equipment from the School must sign for it and bear the responsibility for its care. Any loss or damage to equipment on loan should be immediately reported to the Head Teacher or Computing Manager in the first instance and any theft or criminal damage should be reported to the Police.
- To prevent data loss and ensure consistent application of school policies no personally owned equipment should be attached to the school's network without the permission of the Head Teacher or Computing Manager. All mobile devices must be encrypted or password protected wherever technology allows

6. Remote Learning through Microsoft Teams

- Pre-recorded introductions to lessons will allow the children to see their teachers and be given information on what is expected of them and any information about feedback. This will undoubtedly enhance both our teaching and pastoral care and enable us to maintain a sense of community.
- Staff will wear suitable clothing and will be in an appropriate location.
- Any language used during pre-recorded video calls will be professional and appropriate.
- Videos posted on Microsoft Teams must not be downloaded to any devices in your household or shared/redistributed in any form.

Acceptable Use Policy Agreement-KS1

My name is _____

I am in class: _____

This is how we stay safe on the computer, devices and the internet:

- I will ask an adult if I want to use the computer
- I will only use activities that an adult says are ok
- I will take care of the computer and other equipment
- I will ask for help from an adult if I am not sure what to do or I think I have done something wrong.
- I will tell an adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be able to use a computer
- If I borrow a computer or other device from school for remote learning I must report any damage immediately to the school.
- I know people online are not always who they say they are
- I am kind and polite to everyone

I understand these computer rules and will do my best to keep to them

Adult signature _____

Acceptable Use Policy Agreement-KS2

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

1. **I learn online** – I use the school’s internet, devices and logons for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I’m using them at home.

2. **I learn even when I can't go to school because of coronavirus** – I don't behave differently when I'm learning at home, so I don't say or do things I wouldn't do in the classroom or nor do teachers or tutors. If I get asked or told to do anything that I would find strange in school, I will tell another teacher.
3. **I am responsible**-If I borrow a computer or other device from school for remote learning I must report any damage immediately to the school.
4. **I ask permission** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
5. **I follow the rules**-Videos posted on Microsoft Teams must not be downloaded to any devices in your household or shared/redistributed in any form.
6. **I am creative online** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things, and I remember my Digital 5 A Day.
7. **I am a friend online** – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
8. **I am a secure online learner** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
9. **I am careful what I click on** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
10. **I ask for help if I am scared or worried** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
11. **I know it's not my fault if I see or someone sends me something bad** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
12. **I communicate and collaborate online** – with people I already know and have met in real life or that a trusted adult knows about.
13. **I know new online friends might not be who they say they are** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
14. **I check with a parent/carer before I meet an online friend the first time**; I never go alone.
15. **I keep my body to myself online** – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
16. **I say no online if I need to** – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
17. **I follow age rules** – 13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult or skills but very unsuitable.
18. **I am private online** – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.

19. **I am not a bully** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
20. **I am part of a community** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
21. **I respect people's work** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines.

Print Name: _____

Class Name: _____

Date: _____

Adult signature: _____

Acceptable Use Policy Agreement – Parent

1. I have discussed the school acceptable use policy with my child and confirm that he/she has understood what the rules mean.
2. I have discussed the school acceptable use policy agreement with my child and confirm that he/she has understood what the rules mean and it has been signed and dated.
3. I understand that the school will use appropriate filtering and ensure appropriate supervision when using the internet, email or other online tools.

4. It is the responsibility of parent, carers or guardians to monitor their son's/daughters activities on social media, Youtube, gaming and internet use in general.
5. Parents must not use profanity or engage in any abusive, threatening or bullying behaviour.
6. Under no circumstances should negative comments be made about students, staff or other parents through Social Media by students or parents. Parents and carers are encouraged to comment or post appropriately about the school or organisation. In the event of any offensive or inappropriate comments being made, the school will ask the parent/carer to remove the post or tweet and invite them to discuss the issues in person.
7. I will never post photographs of other pupils without securing permission from their parents/guardians first.
8. Parents are not to "friend" staff working at the school.
9. If parents or carers have access to a school or organisations learning platform where posting or commenting is enabled, parents or carers will be informed about acceptable use.
10. I understand that my child's safe use of the internet and online technologies outside of school is my responsibility.
11. If my child borrows a computer or other device from school for remote learning I must report any damage immediately to the school.
12. If my child is isolating, I will report any inappropriate pre-recorded video's sent through Microsoft Teams by my child's class teacher to the school immediately.
13. If your child is isolating, then video's posted on Microsoft Teams from their class teacher must not be downloaded to any devices in your household or shared/redistributed in any form.

Print Name: _____

Signed: _____

Date: _____