



**DigiSafe**  
*keeping children safe*

**Acceptable Use Policy (AUP) for  
STAFF, GOVERNORS, VOLUNTEERS**



# Sandhurst Primary School

Reviewed: *March 2023*

By: *Jo Rawlinson and Jake Wilkes*

## What is an AUP?

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

This AUP is reviewed annually, and I will be asked to sign it upon entry to the school and every time changes are made.

[ \* An AUP is as much about behaviours as 'use' of a particular device or technology,]

## Why do we need an AUP?

All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy. See ItsLearning and [www.sandhurstprimary.lewisham.sch.uk](http://www.sandhurstprimary.lewisham.sch.uk) - Policies

## Where can I find out more?

All staff, governors and volunteers should read Sandhurst Primary School's full Online Safety Policy [www.sandhurstprimary.lewisham.sch.uk](http://www.sandhurstprimary.lewisham.sch.uk)- [Internet Policy](#) for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

If you have any questions about this AUP or our approach to online safety, please speak to the Computing Leads, **Jo Rawlinson** and **Jake Wilkes**.

## What am I agreeing to?

1. (This point for staff and governors): I have read and understood Sandhurst Primary School's full Online Safety policy [www.sandhurstprimary.lewisham.sch.uk- Internet Policy](http://www.sandhurstprimary.lewisham.sch.uk-InternetPolicy) and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child), **Rebecca Dove** or Headteacher/Principal (if by an adult), **Rebecca Dove**.

### 3. During remote learning:

(Please see infographic attached to the policy)

[The National Grid for Learning - Safe Remote Learning \(Igfl.net\)](http://TheNationalGridforLearning-SafeRemoteLearning(Igfl.net))

- **I will not behave any differently** towards students compared to when I am in school. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.
  - **I will not attempt to use a personal system or personal login for remote teaching** or set up any system on behalf of the school without SLT approval.
  - **I will not take secret recordings or screenshots** of myself or pupils during live lessons.
  - **I will conduct any video lessons in a professional environment** as if I am in school. This means I will be correctly dressed and not in a bedroom / impossible to tell that it is a bedroom if this is unavoidable (e.g. even if the camera slips). The camera view will not include any personal information or inappropriate objects and where possible to blur or change the background, I will do so.
  - **I will complete the issue log for live lessons** if anything inappropriate happens or anything which could be construed in this way. This is for my protection as well as that of students
4. I understand that in past and potential future remote learning and lockdowns, there is a greater risk for grooming and exploitation as children spend more time at home and on devices; I must play a role in supporting educational and safeguarding messages to help with this.
  5. I understand the responsibilities listed for my role in the school's Online Safety policy. This includes promoting online safety as part of a whole school approach in line with the **RSHE curriculum**, as well as safeguarding considerations when supporting pupils remotely.

6. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.
7. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media, e.g. by:
  - not sharing other's images or details without permission
  - refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
8. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways. I will report any breach of this by others or attempts by pupils to do the same to the headteacher, **Rebecca Dove**.
9. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to school, I will not do it and seek guidance from the DSL. I understand the importance of upholding my online reputation, my professional reputation and that of the school), and I will do nothing to impair either. I will behave in a positive manner, engaging respectfully with others on social media, in the same way I would face to face. This positive behaviour can be summarised as not making any posts which are or could be construed as bullying, aggressive, rude, insulting, illegal or otherwise inappropriate, or which might bring the school or (particularly for staff) teaching profession into disrepute. This applies both to public pages and to private posts, e.g. parent chats, pages or groups.
10. I agree to adhere to all provisions of the school Data Protection Policy [Sandhurst Primary School – Data Protection](#) at all times, whether or not I am on site or using a school device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify the Computing Lead, **Jo Rawlinson/Jake Wilkes** and/or **Deku Solutions** if I suspect a breach. I will only use complex passwords and not use the same password as for other systems.
11. I will not store school-related data on personal devices, storage or cloud platforms. USB keys, will be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.

12. I will never use school devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
13. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature.
14. I understand and support the commitments made by pupils/students, parents and fellow staff, governors and volunteers in their Acceptable Use Policies [Sandhurst Primary School – Online Learning](#) and will report any infringements in line with school procedures.
15. I will follow the guidance in the safeguarding and online-safety policies for reporting incidents: I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.
16. I understand that breach of this AUP and/or of the school's full Online Safety Policy here [Sandhurst Primary School – Online Policy](#) may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.



**To be completed by the user**

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

**Signature:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Role:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**To be completed by the Computing Lead.**

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

**Systems:**

\_\_\_\_\_

ScholarPack/Curriculum Server/ItsLearning

**Additional permissions (e.g. admin)**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Role:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## Twenty Safeguarding Considerations for Lesson Livestreaming

Just because schools are supporting students remotely and sending work home does NOT mean that you need to livestream lessons. This should only be done where you are equipped to do so safely. But if you are considering it, bear these things in mind:

- 1 Only use school-registered accounts, never personal ones
- 2 Don't use a system that your SLT has not approved
- 3 Will some students be excluded? Do they have internet, a device and a quiet place?
- 4 Do students and staff have a safe and appropriate place with no bedrooms or inappropriate objects/information visible?
- 5 Check the link in an incognito tab to make sure it isn't public for the whole world!
- 6 Has your admin audited the settings first (who can chat? who can start a stream? who can join?)
- 7 What about vulnerable students with SEND and CP needs?
- 8 Don't turn on streaming for students by mistake – joining a stream ≠ starting a stream
- 9 Never start without another member of staff in the 'room' and without other colleagues aware
- 10 Once per week may be enough to start with – don't overdo it and make mistakes.
- 11 Keep a log of everything - what, when, with whom and anything that went wrong
- 12 Do you want chat turned on for pupils? Can they chat when you aren't there?
- 13 Avoid one-to-ones unless pre-approved by SLT
- 14 Remind pupils and staff about the AUP agreements they signed\* The rules are the same
- 15 Remind pupils and staff about the safeguarding policy and reporting process – does it work remotely?
- 16 Do you want to record it? Are students secretly recording it? You may not be able to tell.
- 17 How can students ask questions or get help?
- 18 What are the ground rules? When can students speak / how?
- 19 If you don't understand the system, if it won't be safe or reliable, if teaching won't be enhanced, DON'T DO IT.
- 20 Is your DPO happy? GDPR covered? Parental consent needed?

