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

Background

We ask all children, young people and adults involved in the life of Shipton Bellinger 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).

I will agree the AUP upon entry to the school and every time changes are made.

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 at
https://www.shiptonbellinger.hants.sch.uk/key-information/policies

Where Can I Find Out More?

All staff, governors and volunteers should read Shipton Bellinger Primary School's full Online Safety Policy https://www.shiptonbellinger.hants.sch.uk/key-information/policies 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 Headteacher.

What Am I Agreeing To?

1. I have read and understood Shipton Bellinger Primary School's full Online Safety policy at https://www.shiptonbellinger.hants.sch.uk/key-information/policies 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. 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) or Headteacher (if by an adult).

3. During remote learning:

- I will not behave any differently towards pupils 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 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, I will blur or change the background. I will make use of a blurred background or set backgrounds where I can. I will avoid 1:1 livestream contact online with a pupil unless it is pre-agreed with the HT, for example, an example of 1:1 contact might include remote ELSA or FEIPS provision.
- I will complete a 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 pupils.
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 RHE and Sex Education 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, which are detailed in the school's Online Safety

Policy. I will report any breach of this by others or attempts by pupils to do the same to the headteacher.

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.

10. 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. More guidance on this point can be found in this [Online Reputation](#) guidance for schools and in Shipton Bellinger Primary School's social media guidance.

11. I agree to adhere to all provisions of the school Data Protection Policy 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 Headteacher if I suspect a breach. I will only use complex passwords and not use the same password as for other systems.

12. I will not store school-related data on personal devices, storage or cloud platforms. USB keys, if allowed, will be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.

13. 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.

14. 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 by the school.

15. I understand and support the commitments made by pupils, parents and fellow staff, governors and volunteers in their Acceptable Use Policies https://www.shiptonbellinger.hants.sch.uk/key-information/policies and will report any infringements in line with school procedures.

16. I will follow the guidance in the safeguarding and online-safety policies for reporting an incident: I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handing incidents and concerns about a child in general, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.

17. I understand that breach of this AUP and/or of the school's full Online Safety Policy available at https://www.shiptonbellinger.hants.sch.uk/key-information/policies may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.