

Acceptable Use of Technology Policy

Hollingbourne Primary

2023-24

Approved by the FGB 13.09.23

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Early Years and Key Stage 1 (0-6)

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

- I only use the internet when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I keep my personal information and passwords safe.
- I 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 and tablets and Purple Mash, TEAMS, including when I am at home.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules:
 - My teacher will remind me of the rules and if I still do not follow them, my teacher will speak to my parents with me present.
- I have read and talked about these rules with my parents/carers.

Shortened KS1 version (e.g. for use on posters)

- I only go online with a grown-up.
- I am kind online.
- I keep information about me safe online.
- I tell a grown-up if something online makes me unhappy or worried.

Key Stage 2 (7-11)

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

Safe

- I will behave online the same way as I behave in the classroom.
- 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 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.

Learning

- I know that I am not allowed to use my own personal smart devices and/or mobile phone at school.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school expectations which are explained to me.

Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on various sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

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.

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 devices and systems are monitored to help keep me safe, including when I use them at home.

- I have read and talked about these rules with my parents/carers.
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online.
- I know that if I do not follow the school rules then:
 - I will be reminded of the rules; my teacher or the headteacher may need to meet my parents to discuss my behaviour. I may not be able to use electronic devices at school if I cannot keep myself safe.

Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page and tell an adult straight away. I should also shut the lid of the laptop so I no longer see it and neither does anyone else.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I know it is not my fault if I see, or someone sends me, something bad online. I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

Shortened KS2 version (for use on posters)

- I ask a teacher about which websites I can use.
- I will not assume information online is true.
- I know there are laws that stop me copying online content.
- I know I must only open online messages that are safe. If I am unsure, I will not open it without speaking to an adult first.
- I know that people online are strangers, and they may not always be who they say they are.
- If someone online suggests meeting up, I will always talk to an adult straight away.
- I will not use technology to be unkind to people.
- I will keep information about me and my passwords private.
- I always talk to an adult if I see something which makes me feel worried.

Learner Acceptable Use Policy Agreement Form (if age appropriate)

Settings should attach a copy of an age-appropriate AUP to this form. Settings may need to provide learners and parents with updated versions of the AUP as learners progress through the setting.

Hollingbourne Primary Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the *school* Acceptable Use of Technology Policy (AUP)

I agree to follow the AUP 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/Carer's Name.....

Parent/Carer's Signature.....

Date.....

Parent/Carer AUP Acknowledgement

Hollingbourne Primary Learner Acceptable Use of Technology Policy Acknowledgment

1. I, with my child, have read and discussed Hollingbourne Primary learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.
2. I understand that the AUP 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/smart technology policy states that my child cannot use personal device and mobile/smart technology on site and that they can only bring a device into school with prior permission from the headteacher. This device must then be stored in the school office and returned to my child at the end of the day.
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 and any use is in accordance with the school AUP and any other guidance issued from school.
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 and my child, are 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 AUP or have any concerns about my child's safety online.
9. I will inform the school (for example speaking to a member of staff and/or the Designated Safeguarding Lead) or other relevant organisations if I have concerns over my child's or other members of the school community's 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..... | Child's Signature |
| Class..... | Date..... |
| 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 Hollingbourne Primary 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 (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 Hollingbourne Primary 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 AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Hollingbourne Primary 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 and online and offline communication technologies.
2. I understand that Hollingbourne Primary Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff behaviour policy/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, mobile phones, and internet access, when working with learners.
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 with prior agreement from the headteacher.
6. Where I deliver or support remote learning, I will comply with the school expectations.

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.
 - I will protect the devices in my care from unapproved access or theft.
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 GDPR in line with the 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.
 - 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 .
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 ICT Support Provider (EIS) as soon as possible.

If I have lost any school related documents or files, I will report this to the ICT Support Provider- EIS and school Data Protection Officer (**Dorothy Connett, HY education**) as soon as possible.

17. Any images or videos of learners will only be used as stated in the school camera and image use policy. I understand images of learners must always be appropriate and should only be taken with school provided equipment and only be taken/published where learners and/or parent/carers have given explicit written consent.

Classroom Practice

18. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in our child protection, online safety, mobile technology and social media policies.

19. I have read and understood the school mobile technology and social media policies.

20. 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.
- creating a safe environment where learners 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) (Helen Bradley-Wyatt) or a deputy (Tammie Allen Harding or Zoe Wright) 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.

21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the school child protection policies.

22. 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.

Mobile Devices and Smart Technology

23. 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 behaviour policy/code of conduct and the school mobile technology policy and the law.

Online Communication, including Use of Social Media

24. 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 staff behaviour policy/code of conduct, the school social media policy and the law. In line with the school social media policy:

- I will take appropriate steps to protect myself and my reputation online when using communication technology, including the use of social media as outlined in the social media policy .
- I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.

25. 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 and systems, such as a school email address, user account 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 or past learners and/or their parents/carers.
- If I am approached online by a current or past learner or parents/carer, I will not respond and will report the communication to my line manager and (Helen Bradley-Wyatt) Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or headteacher.

Policy Concerns

26. 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.

27. 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.

28. 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.

29. 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 policy.

30. I will report concerns about the welfare, safety, or behaviour of staff to the headteacher, in line with the allegations against staff policy.

Policy Compliance and Breaches

31. 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/or the headteacher.

32. I understand that the school may exercise its right to monitor the use of its 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.

33. I understand that if the school 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 behaviour policy/code of conduct.

34. 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 behaviour policy/code of conduct.

35. 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 Hollingbourne Primary 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 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 Hollingbourne Primary ensure that all visitors and volunteers understand the school's 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 provided to me or accessed as part of my role within Hollingbourne Primary, 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 Hollingbourne Primary AUP should be read and followed in line with the school staff behaviour policy/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.

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.

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.
7. 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.
8. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (Helen Bradley-Wyatt) in line with the school child protection policy.

Use of Mobile Devices and Smart Technology

9. In line with the school mobile technology policy, I understand that I am not permitted to use mobile devices or smart technology in spaces where the children are without express permission from the headteacher.

Online Communication, including the Use of Social Media

10. 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/social media 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 code of conduct/behaviour policy and the law.
11. 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 (Helen Bradley-Wyatt) and/or headteacher.

Policy Compliance, Breaches or Concerns

12. 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 (Helen Bradley-Wyatt) and/or the headteacher.
13. 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.
14. 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.
15. 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.

16. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (Helen Bradley-Wyatt) in line with the school child protection policy.

17. I will report concerns about the welfare, safety, or behaviour of staff to the headteacher, in line with the allegations against staff policy.

18. 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.

19. 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 Hollingbourne Primary 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).....

Template Acceptable Use Policy (AUP) for Remote Learning

This content can either be used to create a standalone AUP or can be integrated into existing documents according to setting preference.

These templates specifically address safer practice when running formal remote learning, including live streamed sessions, but can also apply to other online communication, such as remote parent meetings or pastoral activities. Settings should implement the approaches that best suit the needs of their community following appropriate discussions.

A remote learning AUP should be implemented following a thorough evaluation of remote learning tools with approval from leadership staff. We recommend settings use existing systems and/or education focused platforms where possible, and that staff only use approved accounts and services to communicate with learners and/or parents/carers.

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

- <https://coronavirus.lgfl.net/safeguarding>
- <https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/>

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

- Local guidance:
 - Kelsi:
 - [Guidance for Full Opening in September](#)
 - [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](#)
 - LGfL: [Coronavirus Safeguarding Guidance](#)
 - NSPCC:
 - [Undertaking remote teaching safely](#)
 - Safer Recruitment Consortium:
 - [‘Guidance for safer working practice for those working with children and young people in education settings Addendum’](#) April 2020

Hollingbourne Primary Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Hollingbourne Primary 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 **Office 365 with additional use of other apps and platforms such as purple mash, Sir linkalot and TT rockstars.**
 - **Office 365** has been assessed and approved by **the headteacher and EIS.**
2. Staff will only use **school** managed **or** specific, approved professional accounts with learners **and/or** parents/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 **Helen Bradley-Wyatt**, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible **e.g. a school laptop, tablet, or other mobile device.**
3. All remote lessons will be formally timetabled; **a member of SLT, DSL and/or head** is able to drop in at any time.
4. Live-streamed remote learning sessions will only be held with approval and agreement from **the headteacher as outlined in our online learning offer.**

Data Protection and Security

5. Any personal data used by staff and captured by **Office 365** when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
6. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.
7. Only members of the Hollingbourne Primary community will be given access to **Office 365**
8. Access to **Office 365** will be managed in line with current IT security expectations as outlined in **child protection policy.**

Session Management

Attendance and session times of live lessons will be stored on TEAMS itself.

9. Appropriate privacy and safety settings will be used to manage access and interactions. This is preset within TEAMS.
10. When live streaming with learners:
 - contact will be made via learners' **school** provided email accounts **and/or** logins.
 - staff will **mute/disable** learners' videos and microphones.
 - Where possible, 2 members of staff will be present.
11. Live 1:1 sessions will only take place with approval from the **headteacher/a member of SLT. The parent must be present in the session as well as the child.**
12. A pre-agreed **invitation/email** detailing the session expectations will be sent to those invited to attend.

- 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/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

13. Alternative approaches **and/or** access will be provided to those who do not have access.

Behaviour Expectations

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

15. 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.

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

17. 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.

18. 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

19. Participants are encouraged to report concerns during remote **and/or** live-streamed sessions by sending a chat message to their class teacher and telling their parent.

20. 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 headteacher**.

21. 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.

22. Any safeguarding concerns will be reported to **Helen Bradley-Wyatt** , Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the [Hollingbourne Primary Acceptable Use Policy \(AUP\)](#) for remote learning.

Staff Member Name:

Date.....

Hollingbourne Primary Learner Remote Learning AUP

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using **Office 365**
 - I should read and talk about these rules with my parents/carers.
 - remote learning will only take place using **Office 365(s)** and during usual **school** times.
 - my use of **Office 365** is monitored to help keep me safe.
 -
2. Only members of the Hollingbourne Primary community can access **Office 365**.
 - I will only use my **school** provided email accounts **and/or** 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 learning I will behave as I would in the classroom, following my class code of conduct and the acceptable use policy guidelines.
 4. When taking part in live sessions I will:
 - mute my video and microphone, unless I am asked to speak.
 - 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 learning, I will tell my parent and send my teacher a message in chat/ email.
 6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously.

I have read and understood the **Hollingbourne Primary Acceptable Use Policy (AUP) for remote learning.**

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

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

Parent/Carer's Name.....

Parent/Carer's Signature..... *(If appropriate)*

Date.....

