



Parent & Carer Acceptable Use Policy (AUP)

Adopted Date: **September 2024**

Review Date: **September 2025**

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



BACKGROUND

The use of technology is an essential part of all of our lives. At Hadleigh Community Primary School we take our responsibilities for supporting your child to develop skills in using technology very seriously, and their safety and wellbeing are our utmost priority to us.

We ask all children, young people and adults involved in the life of Hadleigh Community Primary School to read and sign an Acceptable Use Policy (AUP) to outline 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).

Your child must also sign an AUP which is included as part of the 'Parental Permission' form. Although we will have discussed the content of the AUP with your child, please also discuss it with them, before asking them to sign it.

We tell your children that **they should not behave any differently when they are out of school or using their own device or on a home network**. What we tell pupils about behaviour and respect applies to all members of the school community, whether they are at home or school. We seek the support of parents and carers to reinforce this message and help children to behave in a safe way when online:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

WHERE CAN I FIND OUT MORE?

You can read Hadleigh Community Primary Schools's full Online Safety Policy on the school website for more detail on our approach to online safety and links to our Safeguarding policy. If you have any questions about this AUP or our approach to online safety, please speak to Mrs Beaumont-George.

WHAT AM I AGREEING TO?

1. I understand that Hadleigh Community Primary School uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including through behaviour policies and agreements, physical and technical monitoring, education and support and web filtering.
3. School network protections will be superior to most home filtering. However, please note that accessing the internet always involves an element of risk and the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies. Schools are asked not to over-block or provide an experience which is so locked down as to block educational content or not train pupils for life in an online world.
4. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school is subject to filtering and monitoring. More detail of this can be found in our Online Safety Policy.
5. I understand and will help my child to use any devices at home in the same manner as when in school, including during any remote learning periods.
6. I will support my child to follow the school's policy regarding bringing devices to school.

7. *“Pupils in Years 5 and 6 are allowed to bring mobile phones for use when walking to and from home, but must switch them off and hand them in to the School Office directly or via the tray system at the start of school. The phones must be named. If a child does not hand in their phone and is subsequently found to be using it during the day the child’s parents will be informed, persistent non-compliance may result the child being unable to bring their mobile phone to school. The only except to this rule is when a child requires the use of a mobile phone to monitor a medical condition such as diabetes monitors. In these cases the parent/carers and child will be made aware of the specific rules for the use of their mobile phone in the classroom. It can only be used to monitor the medical equipment and must not be used to access the internet, text, phone, or take photos or videos.”* – quoted from Hadleigh Community Primary School’s Online Safety Policy.
8. I understand that there will be cases where individuals need to use mobile phones to monitor medical equipment or to use specific specialised equipment to support their learning. This equipment may include dictaphones, reading pens and Kindles. The use of this equipment in school will be risked assessed on a case-by-case basis. If your child needs to use authorised personal equipment within school it must be named and insured by you. You must agree to allow staff access to this device and therefore provide relevant staff with any passwords if they are requested. Designated staff have the right to search the contents of the device if there are relevant safeguarding or online safety concerns related to the use of the device.
9. I understand that if my child wears a smartwatch or similar device to school, which can provide access to texts, access the internet, make a call, or record audio they must agree to put their watch into airplane mode and/or turn off any wireless connections during lesson time. Misuse of this technology may lead to its confiscation from your child. You will be informed and be required to collect it at the end of the day. Persistent misuse may lead to your child being banned from wearing the watch to school.
10. In line with the DfE guidance [‘Searching, screening and confiscation: advice for schools’](#), I understand that the Headteacher and DSL have a statutory power to search pupils/property on school premises. This includes the content of mobile phones and other devices, for example as a result of a reasonable suspicion that a device contains illegal or undesirable material, including but not exclusive to sexual images, pornography, violence or bullying.
11. I understand that the official forms of digital communication with the school are via email and School Gateway. Parents in Nursery and Reception can communicate with staff via Tapestry and in Years 1-6 parents can communicate with staff via Seesaw.
12. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other’s images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.
13. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school’s social media policy and not encourage my child to join any platform where they are below the minimum age (for nearly every social media platform, this means under 13).
14. I understand that pupils and parents/carers should not make a friend request to any staff, governors, volunteers and contractors or otherwise communicate with them via social media about school related matters. Staff will not accept friend requests from parents on any form of social media, however we do understand that there may be pre-existing friendships. In these cases staff will not however, discuss, comment or respond to matters relating to school via social media.



15. I understand that if I come into school to volunteer or as a governor my phone should be left in my bag, either switched off or on silent and that I should not use it in front of the children and/or during lesson time.
16. I will follow the school's Digital Images, Audio and Video Policy, which outlines when I can capture and/or share images/videos. I will **not** share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous (see nofilming.lgfl.net for more information). The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent.
17. I will not covertly film or make recordings of any interactions with pupils or adults in schools. If I wish to make any recording, we request you to please speak to the headteacher or DSL (Mrs Beaumont-George).
18. I understand that for my child to grow up safe online, they will need positive input from school and home, so I will talk to my child about online safety and refer to parentsafe.lgfl.net for advice and support on safe settings, parental controls, apps and games, talking to them about life online, screentime and relevant topics from bullying to accessing pornography, extremism and gangs, sharing inappropriate content etc.
19. I understand that my child needs a safe and appropriate place to do home learning, whether for homework or during times of school closure. If at any point my child needs to be on a video call with school, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so.
20. If my child has online tuition, I will refer to the [Online Tutors – Keeping children Safe poster](#) and undertake necessary checks where I have arranged this privately, ensuring they are registered/safe and reliable, and for any tuition to remain in the room where possible, ensuring my child knows that tutors should not arrange new sessions or online chats directly with them.
21. I understand that whilst home networks are much less secure than school ones, I can apply safety settings to my home internet and to various devices, operating systems, consoles, apps and games. There are also child-safe search engines e.g. swiggle.org.uk and YouTube Kids is an alternative to YouTube with age-appropriate content.
22. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my child, and refer to the principles of the Digital 5 A Day:
<https://www.childrenscommissioner.gov.uk/digital/5-a-day/>
23. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which they have signed. I understand that they will be subject to sanctions if they do not follow these rules.
24. I can find out more about online safety at Hadleigh Community Primary School by reading the full Online Safety Policy and can talk to the DSL (Mrs Beaumont-George) if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.