



Leigh Academy
Tonbridge

Guidance Notes

Education leaders should ensure their policies and procedures are in line with statutory requirements. [‘Keeping Children Safe in Education’](#) (KCSIE) 2023 states that ‘schools and colleges should have the school’s approach to online safety reflected in its child protection policy’ page 36.

The acceptable use agreements (AUP) outlined in this document is to be used in conjunction with the following policies:

- *Trust Online Safety Policy*
- *Academy Child Protection Policy*
- *Trust Safeguarding Policy*
- *Trust BYOD Policy*
- *Trust Students BYOD Policy*

Contents

Early Years and Key Stage 1 (0-6)	2
Key Stage 2 (7-11)	3
Key Stage 3/4/5 (11-18)	5
Learners with Special Educational Needs and Disabilities (SEND)	11
Parents/Carers	13
Remote Learning and Online Communication - Staff	15
Remote Learning and Online Communication -Learner	18

Learner Acceptable Use of Technology

Early Years and Key Stage 1 (0-6)

I understand that the academy 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 academy can see what I am doing online when I use academy computers and chromebooks, 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 access to technology could be taken away
 - I may receive a consequence in line with the academy's behaviour policy/code of conduct
- I have read and talked about these rules with my parents/carers.

Learner Acceptable Use of Technology

Learner Acceptable Use of Technology

Key Stage 3/4/5 (11-18)

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

- I know that the academy computers, tablets, laptops, and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- I know that my use of the academy computers and devices, systems and on-site internet access will be monitored (Smoothwall) to keep me safe and ensure policy compliance.
- I have read and understood the academy's expectations with regards to use of personal devices, including Chrombooks as outlined in the Students BYOD policy.
- I will keep my password safe and private as my privacy, the academy work and safety must be protected.
- If I need to learn online at home, I will follow the academy remote learning AUP.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend. They will also be seen by the monitoring software the academy uses.
- I will only use social media sites with permission and at the times that are allowed.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I 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 academy community.
- I understand that it may be a criminal offence or breach of the academy policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will protect my personal information online.
- I will not access or change other people's files, accounts, or information.

- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will only use my personal device/mobile phone in the academy if I have permission from a teacher.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if the IT services has allowed me to.
- I know that use of the academy ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the academy internet filter is there to protect me, and I will not try to bypass it.
- I know that if the academy suspects that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the academy AUP then:
 - My access to technology could be suspended
 - I may receive a consequence in line with the academy's behaviour policy/code of conduct
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, or uncomfortable.
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.

Shortened KS3/4 Version (for use on posters)

Responsible

- I know I must respect the academy systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that online content might not always be true
- I know my online actions have offline consequences
- I will always think before I post as text, photos or videos can become public, and impossible to delete once shared online
- I will not use technology to be unkind to people

Private

- I will keep my password and personal information private
- I know I must always check my privacy settings are safe and private

Legal

- I know that my internet use is monitored (Smoothwall) to protect me and ensure I comply with the academy acceptable use policy
- I am aware that copyright laws exist, and I need to ask permission before using other people's content and acknowledge any sources I use
- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages

Report

- I know that people online are not always who they say they are and that I must always talk to an adult before meeting any online contacts
- If anything happens online which makes me feel worried or uncomfortable then I will speak to an adult I trust and visit www.thinkuknow.co.uk

Acceptable Use of Technology Policy and Forms

Parents/Carers

Parent/Carer AUP Acknowledgement

Leigh Academy Tonbridge Learner Acceptable Use of Technology Policy

1. I, with my child, have read and discussed Leigh Academy Tonbridge learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.
2. I understand that this AUP applies to my child's use of academy 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 academy devices and systems is monitored for safety and security reasons to keep my child safe and to ensure policy compliance (Smoothwall). 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 academy mobile technology policy states that my child cannot use personal mobile phone technology on site and won't connect to the academy WiFi.
5. I understand that my child needs a safe and appropriate place to access remote learning if the academy is closed for any reason. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.
6. I understand that the academy will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use academy devices and systems. I understand that the academy 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, with my child, am 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 academy community.

8. I understand that the academy will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
9. I will inform the academy or other relevant organisations if I have concerns over my child's or other members of the academy communities' 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 academy.
11. I will support the academy 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	(if appropriate)
Class.....	Date.....	
Parents Name.....		
Parents Signature.....	Date.....	

Acceptable Use Policy (AUP)

Remote Learning and Online Communication - Staff

<academy Name> Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of Leigh Academy Tonbridge community when taking part in remote learning.

Leadership Oversight and Approval

1. Remote learning will only take place using approved Trust digital platforms.
2. Staff will only use academy managed or specific, approved professional accounts with learners and/or parents/carers.
3. Staff will use work provided equipment e.g. an academy laptop, tablet, or other mobile device. Where this is not possible alternative devices must be agreed by IT Services.
4. Online remote contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - a. 19.00-07.00
5. All remote lessons will be formally timetabled; a member of SLT, DSL and/or curriculum leader is able to drop in at any time.
6. Live streamed remote learning sessions will only be held with approval and agreement from SLT.

Data Protection and Security

1. Remote learning delivered on Google Meet should not be recorded if students or other members of staff are in the recording (this is when they speak) unless there is an immediate safeguarding concern. Any recording should then be shared with the DSL and the normal safeguarding procedures followed.
2. Any recording must be edited for GDPR reasons before sharing with students.
3. Recordings should be deleted after 30 days or moved to a Google Shared Drive.

Session Management

1. Individuals from outside the academy should not be admitted to a call unless agreed in advance with SLT.
2. Do not admit any requests to join the call from anyone who has a Trust email account. They should be able to join automatically.
3. Video calls should only take place and should follow these guidelines:
 - The teacher must be in an appropriate setting without distraction
 - If not in an academy, the teacher must have a plain background or use an appropriate Google Meet background.
 - The teacher should be dressed as they would be in school.
 - When finishing a Meet call, the Teacher should always “End meeting for all”
 - Use the Host controls in Google Meet as appropriate.
4. Where live 1 to 1 sessions take place with students either a parent/carer or a second member of Academy staff must be present.
5. Google Meet calls should use the Meet links in Google Classroom. Where this is not possible then a call should be set up at meet.google.com and shared via email.
 - Call links must not be made public
 - Google Classroom Meet links should be reset if they become compromised.
 - Learners and parents/carers should not forward or share access links.
 - Learners are encouraged to attend lessons in an appropriate location where they are able to concentrate and with minimal disruption

Behaviour Expectations

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing **academy** 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.
 - If attendee numbers are low (less than 3 learners) then the remote learning will be closed down and work explained.
3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
4. 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

5. Participants are encouraged to report concerns during remote or live streamed sessions:
By reporting concerns directly to the member of staff
6. 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 Steven Reader, DSL.

7. 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.
8. Sanctions for deliberate misuse may include:
 - My access to technology could be withdrawn.
 - The breach will be dealt with in accordance with the disciplinary procedures of Leigh Academy Tonbridge.
9. Any safeguarding concerns will be reported to Steven Reader, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Leigh Academy Tonbridge Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....

Acceptable Use Policy (AUP)

Remote Learning and Online Communication -Learner

Leigh Academy Tonbridge Learner Remote Learning AUP

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using Google Meet and Classroom.
 - I should read and talk about these rules with my parents/carers.
 - Video calls will only take place using Google Meet and during usual **academy** times.
 - My use of my Google account is monitored to help keep me safe and I understand a Google Meet call may be recorded.
 - I will not appear in any Google Meet recordings shared with other students.
2. Only members of Leigh Academies Trust can access Google Meet.
- I will only use my **academy** provided email accounts to access remote learning.
 - I will not share my login/password with others
 - I will not share any access links to Google Meet or Google Classroom with others.
3. When taking part in remote learning I will behave as I would in the classroom. This includes:
- Following the academy behaviour expectations
 - Using appropriate language.
 - Not taking or recording images/content without agreement from the teacher and/or those featured.
 - Add if required I understand that I could be asked to leave the remote learning.
4. When taking part in live sessions I will: Mute my video and microphone if requested.
- Wear appropriate clothing and be in a suitable location.
 - Use appropriate alternative backgrounds if necessary.

- Attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
5. If I am concerned about anything that takes place during remote learning, I will speak with my teacher or tell a parent/carer.
 6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously and will be dealt with using my academy's disciplinary procedure.

I have read and understood the Leigh Academy Tonbridge Acceptable Use Policy (AUP) for remote learning.

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

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

Parent/Carers Name..... (*If appropriate*)

Parent/Carers Signature..... (*If appropriate*)

Date.....