

Date of approval: February 2023

Review date: February 2024

**AUP POLICY  
ACCEPTABLE USE POLICY-PARENT/CARER  
PRIMLEY WOOD PRIMARY SCHOOL**

**Parent / Carer Acceptable Use Agreement January 2023 - 2024**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Children should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

• that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

• that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

• that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

• This AUP works alongside our E-safety and GDPR statement on intent.

At Primley Wood Primary School we will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

A copy of the Pupil Acceptable Use Policy is attached to this form, so that parents / carers will be aware of the school expectations of the young people in their care.

Thank you for your support with this important aspect of our safeguarding work.

Mr. Jordan License- Head of School

Mrs. Syma Khan- Pastoral & Designated Safeguarding Lead

**What is an AUP?**

We ask all children, young people and adults involved in the life of Primley Wood Primary School to sign an Acceptable Use\* Policy (AUP), which is a document that 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).

**Why do we need an AUP?**

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people can get upset, but these rules should help us avoid it when possible, and be fair to everybody.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep your children safe.

We tell your children that they should not behave any differently when they are out of school or using their own device or home network. What we tell pupils about behaviour and respect applies to all members of the school community:

**“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 Primley Wood Primary School’s full Online Safety Policy on our website 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 Mr. Licence, Mrs. Khan or your child’s class teacher.

1. I understand that Primley Wood 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 behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
3. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school.
4. 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.
5. 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.
6. I will follow the school’s digital images 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. 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 on the relevant form at the beginning of each school year.
7. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety (NB: the recent LGfL DigiSafe survey of 40,000 primary and secondary pupils found that 73% of pupils trust their parents on online safety, but only half talk about it with them more than once a year). Understanding human behaviour is more helpful than knowing how a particular app, site or game works.
8. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.
9. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/
10. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and which can be seen here AUP Agreement Pupils 2023.
11. I can find out more about online safety at Primley Wood Primary School by reading the full Online Safety Policy on our school website and can talk to Mr. License, Mrs. Khan or your child’s class teacher 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.

**Social Media**

In line with our staff acceptable use policy we ask parents not to befriend teachers on social media unless already friends before your child attended the school or before they worked at school. For the protection of our children and the school’s reputation we ask you to refrain from discussing school issues on social media, if you have anything you want to discuss please follow the usual protocol setting up meetings with class teachers, head of school or governors depending on your issue.

**Use of Digital / Video Images**

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons or for training support.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media (parents tick parental permission sheet in admission pack).

Primley Wood Primary School will comply with the Data Protection Act and request parent’s / carer’s permission before taking images of members of the school. We will also ensure that when images are published that the young people are only identified by their first name only.

To protect all children at our school we will endeavour to provide photographs or DVDs of key school events at a low cost to you. To respect everyone’s privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.