Acceptable Use of Technology Policy

Date reviewed/updated	September 2022
Next review date	September 2023
Cheryl Chalkley – Headteacher Signed: _____ Date: _____ Lesley Caldwell – Chair of Governors Signed: _____ Date: _____	

Contents

Early Years and Key Stage 1 (0-6)

I understand that the Mersham Primary 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 when I know what they do
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- iPads/tablets should only be used with the permission of an adult
- I know that if I do not follow the rules then:
    - I will be moved down the traffic lights according to the behaviour policy
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online
- I have read and talked about these rules with my parents/carers.

Shortened EYFS and 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

Early Years and KS1 Acceptable Use Poster

Be SAFE Online

1 I only go online with a grown up

2 I am kind online

3 I keep information about me safe

4 I tell a grown up if something online makes me unhappy

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Key Stage 2 (7-11)

I understand that the Mersham Primary 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 always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use my school computers for school work unless I have permission otherwise. I will not print anything without the permission of an adult.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I get unpleasant, rude or bullying emails or messages I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to
- I will log off when I have finished using the computer or device.
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission
- 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
- When using iPads/tablets, only the staff can put in the passcode and I will not access the 'Mail' icon.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away.
- If I am aware of anyone being unsafe with technology then I will report it to a teacher
- If I need to learn online at home, I will follow the Mersham Primary School remote learning AUP.

Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on other 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 treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- 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 Mersham Primary School internet filter is there to protect me, and I will not try to bypass it.
- I know that all Mersham Primary 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 Mersham Primary School rules then:
  - I will be moved on the traffic lights according to the behaviour policy

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.
- 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

KS2 Acceptable Use Poster
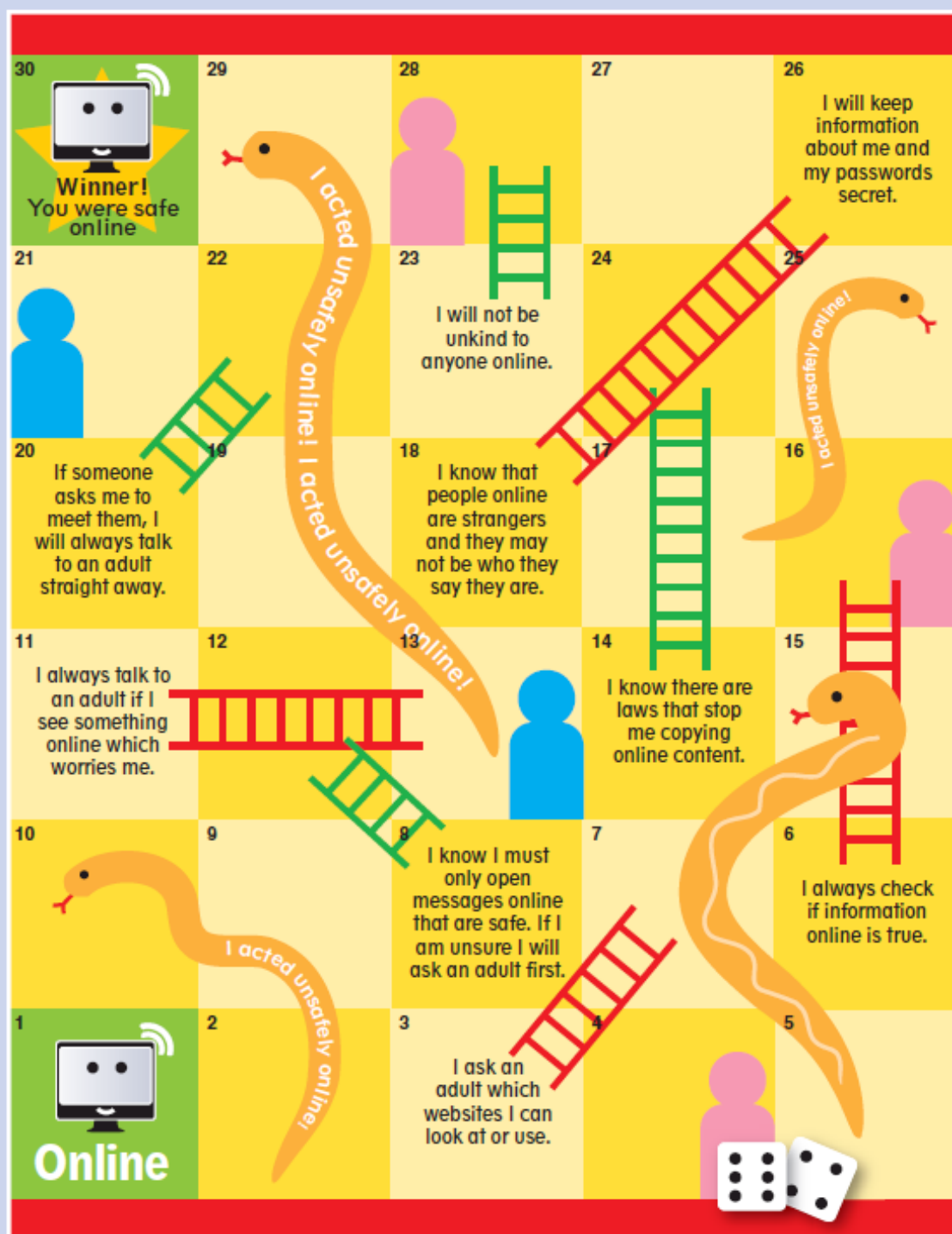
Parent/Carers Acceptable Use Policy

1. I have read and discussed the Acceptable Use Policy (attached) with my child

2. I understand that the AUP applies to my child use of Mersham Primary School devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns

3. I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.

4. I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.

5. I am aware that the Mersham Primary School mobile technology policy states that my child cannot use personal device and mobile technology on site. The school takes no responsibility for any mobile devices brought on site. *Any mobile device brought into school must be left in the school office.*

6. I understand that my child needs a safe and appropriate place to access remote learning if Mersham Primary School is closed in response to Covid-19. 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.

7. I understand that the Mersham Primary School will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use Mersham Primary School devices and systems. I understand that the Mersham Primary 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.

8. 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 Mersham Primary School community.

9. I understand that Mersham Primary School will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.

10. I will inform Mersham Primary School or other relevant organisations if I have concerns over my child's or other members of the Mersham Primary School communities' safety online.

11. 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.

12. I understand my role and responsibility in supporting the school's online safety approaches and safeguarding my child online. I will use parental controls, supervise access 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……………

Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Mersham Primary School 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 Mersham Primary School expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that Mersham Primary 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

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 Mersham Primary School 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**.**

I understand that Mersham Primary School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the Mersham Primary School staff code of conduct and remote learning AUP (see below)

I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the Mersham Primary School ethos, Mersham Primary School code of conduct and safeguarding policies, national and local education and child protection guidance, and the law.

Use of Mersham Primary School Devices and Systems

I will only use the equipment and internet services provided to me by Mersham Primary School for example laptops, tablets, mobile phones, and internet access, when working with learners.

I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Personal use of setting IT systems and/or devices by staff is not allowed unless previously agreed by the headteacher.

Where I deliver or support remote learning, I will comply with the Mersham Primary School remote learning AUP. (see below)

Data and System Security

1. 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.
    o   I will use a 'strong' password to access Mersham Primary School systems. *A strong password has numbers, letters and symbols, with 8 or more characters.*
    o   I will protect the devices in my care from unapproved access or theft. *For example not leaving devices visible or unsupervised in public places.*

2. I will respect Mersham Primary School system security and will not disclose my password or security information to others.

3. 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 technician.

4. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the Headteacher/IT technician.

5. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the Mersham Primary School information security policies.
    o   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.
    o   Any data being removed from the Mersham Primary 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. i.e. password protected

6. I will not keep documents which contain Mersham Primary 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 Mersham Primary School learning platform to upload any work documents and files in a password protected environment.

7. I will not store any personal information on the Mersham Primary School IT system, including Mersham Primary School laptops or similar device issued to members of staff that is unrelated to Mersham Primary School activities, such as personal photographs, files or financial information.

8. I will ensure that Mersham Primary 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.

9. I will not attempt to bypass any filtering and/or security systems put in place by the school.

10. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the IT Technician (Page Computer Support) as soon as possible.

11. If I have lost any Mersham Primary School related documents or files, I will report this to the IT Technician (Page Computer Support) and the Headteacher (to report to the Mersham Primary School Data Protection Officer) as soon as possible.

12. Any images or videos of learners will only be used as stated in the Mersham Primary School camera and image use policy.
   o   I understand images of learners must always be appropriate and should only be taken with Mersham Primary School provided equipment and taken/published where learners and their parent/carer have given explicit consent.

Classroom Practice

13. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the child protection policy, online safety policy, remote learning AUP.

14. I have read and understood the Mersham Primary School mobile technology and social media policies.

15. 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:
   o   Exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
   o   Creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
   o   Involving the Designated Safeguarding Lead (DSL) (Cheryl Chalkley) or a deputy (Sally-Anne Hanson, Leah Sexton) 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.
   o   Make informed decisions to ensure any online safety resources used with learners is appropriate.

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

17. 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.

Use of Social Media and Mobile Technology

18. I have read and understood the Mersham Primary School policy which covers expectations regarding staff use of mobile technology and social media.

19. I will ensure that my online reputation and use of mobile devices, smart technology, IT and information systems are compatible with my professional role and in line with the staff code of conduct, when using Mersham Primary School and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.
   o   I will take appropriate steps to protect myself online when using social media as outlined in the online safety policy
   o   I am aware of the Mersham Primary School expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the mobile technology policy.
   o   I will not discuss or share data or information relating to learners, staff, Mersham Primary School business or parents/carers on social media.
   o   I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the Mersham Primary School code of conduct and the law.

20. 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.
   o   I will ensure that all electronic communications take place in a professional manner via Mersham Primary School approved and/or provided communication channels and systems, such as a Mersham Primary School email address, user account or telephone number.
   o   I will not share any personal contact information or details with learners, such as my personal email address or phone number.
   o   I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
   o   If I am approached online by a learner or parents/carer, I will not respond and will report the communication to the Headteacher/Designated Safeguarding Lead (Cheryl Chalkley).
   o   Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the Headteacher.

21. If I have any queries or questions regarding safe and professional practise online either in Mersham Primary School or off site, I will raise them with the DSL and the headteacher.

22. 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.

23. 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.

24. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the Mersham Primary School into disrepute.

Policy Compliance

25. I understand that Mersham Primary School may exercise its right to monitor the use of 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.

Policy Breaches or Concerns

26. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with Mersham Primary School's child protection policy.

27. I will report concerns about the welfare, safety, or behaviour of staff to the Headteacher (Mrs Cheryl Chalkley), in line with the allegations against staff policy.

28. I understand that if Mersham Primary School believe that unauthorised and/or inappropriate use of Mersham Primary School systems or devices is taking place, Mersham Primary School may invoke its disciplinary procedures as outlined in the staff code of conduct.

29. I understand that if Mersham Primary School believe that unprofessional or inappropriate online activity, including behaviour which could bring the Mersham Primary School into disrepute, is taking place online, Mersham Primary School may invoke its disciplinary procedures as outlined in the staff code of conduct.

30. I understand that if Mersham Primary School suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Mersham Primary School's 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 children's safeguarding it is important that all members of the community are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the General Data Protection Legislation and Data Protection Act 2018. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.

2. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.

3. I will follow the school's policy regarding confidentially, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.

4. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Senior Leadership team and/or Head Teacher.

5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law

6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.

7. I will promote online safety with the children 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.

8. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead (Cheryl Chalkley) or deputies (Sally-Anne Hanson and Lindsay Wheeler).

9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead (Cheryl Chalkley) or deputies (Sally-Anne Hanson and Lindsay Wheeler) as soon as possible.

Policy Compliance, Breaches or Concerns

1. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (Cheryl Chalkley) in line with the Mersham Primary School child protection policy.

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

3. I understand that if Mersham Primary School believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, Mersham Primary School may invoke its disciplinary procedures.

4. I understand that if Mersham Primary School suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Mersham Primary School 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)…………………………………………………...

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the boundaries and requirements when using Mersham Primary School's Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the Mersham Primary School community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. The Mersham Primary School provides Wi-Fi for the school community and allows access for education use only. School devices are automatically logged into the Wi-Fi. Personal devices are not connected to the school Wi-Fi.

2. I am aware that the Mersham Primary School will not be liable for any damages or claims of any kind arising from the use of the wireless service. The Mersham Primary School takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the Mersham Primary School premises that is not the property of the school.

3. The use of technology falls under the Acceptable Use of Technology Policy (AUP), online safety policy, GDPR, Safeguarding Policy and behaviour policy which all learners/staff/visitors and volunteers must agree to and comply with.

4. Mersham Primary School reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.

5. Mersham Primary School owned information systems, including Wi-Fi, must be used lawfully; 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.

6. Mersham Primary School accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the Mersham Primary School wireless service's connection to the internet – any updates or downloads will be carried out by the school's designated IT technicians (PAGE Computers). Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless Mersham Primary School from any such damage.

7. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.

8. I will not attempt to bypass any of the school security and filtering systems or download any unauthorised software or applications.

9. My use of the school Wi-Fi will be safe and responsible and will always be in accordance with the Mersham Primary School AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.

10. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.

11. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Cheryl Chalkley) or deputy DSLs (Sally-Anne Hanson and Lindsay Wheeler) as soon as possible.

12. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Cheryl Chalkley) or deputy DSLs (Sally-Anne Hanson and Leah Sexton)

13. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If Mersham Primary School suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then they may terminate or restrict usage. If Mersham Primary School suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with Mersham Primary School's Wi-Fi acceptable Use Policy. Name ……………………………………………………………………………..   Signed: …………………….…………………………………………........Date (DDMMYY)………………

Acceptable Use Policy (AUP) for Remote Learning and Online Communication

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Mersham Primary School when taking part in remote learning following any full or partial school closures.

Leadership Oversight and Approval

1. Remote learning be delivered using:
   Google Classroom, Purple Mash, Times Tables Rockstars, Home Learning Packs (emailed or hard copy if needed), secure class emails, phone calls and/or Parentmail. For the purpose of this policy, this home learning combination will be referred to as the *Mersham Home Learning Offer.* This offer has been assessed and approved by the headteacher

2. Staff will only use school managed accounts with learners and/or parents/carers.
   - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
     - o Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Cheryl Chalkley Designated Safeguarding Lead (DSL).
   - Staff will use work provided equipment where possible e.g. a school laptop, tablet, or other mobile device.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
   - 8:30M – 3:30PM

Data Protection and Security

4. Any personal data used by staff when delivering remote learning **(such as email addresses/phone numbers)** will be processed and stored with appropriate consent and in accordance with our data protection policy. Any documents containing such sensitive information will be password protected.
5. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in GDPR and Code of Conduct policies.
6. Only members of the school community will be given access to the *Mersham Home Learning Offer*.
7. Access to the *Mersham Home Learning Offer* will be managed in line with current IT security expectations as outlined in Online Safety Policy, Safeguarding and AUP Policy.
8. Alternative approaches and will be provided to those who do not have access to sufficient ICT at home.
9. Parental consent is in place for the use of Google Classroom and parents have been made aware of Google's use of personal data and information.

Behaviour Expectations

10. Children will be expected to participate in remote learning and staff will follow up directly with parents if children are not engaging.
11. 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

12. Participants are encouraged to report concerns that are raised as a result of email or phone contact with Cheryl Chalkley – Headteacher.
13. If inappropriate language or behaviour takes place through the *Mersham Home Learning Offer*, parents of that child will be contacted directly.
14. 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. Any Online Safety issues will be referred to DSL (Cheryl Chalkley) or deputies (Sally-Anne Hanson/Lindsay Wheeler)
15. Any safeguarding concerns will be reported to (Cheryl Chalkley) or deputies (Sally-Anne Hanson, Lindsay Wheeler), in line with our child protection policy.

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

Staff Member Name: ………………………………………………………………….

Date………………………….