



**LEIGH**  
Academies Trust

# Tree Tops Primary Academy Acceptable Use Policy

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## Revision Log (last 5 changes)

<b>Date</b>	<b>Version</b>	<b>Brief details of change</b>
29.01.22	1.0	Reviewed & reformatted
19.07.23	1.1	Reviewed & reformatted

## Contents

- 1. Early Years and Key Stage 1**
- 2. Key Stage 2 (7-11)**
- 3. Parents / Carers / Learner - Remote Learning and Online Communication**

# Tree Tops Primary Academy

## Learner Acceptable Use of Technology

### Early Years and Key Stage 1

#### Safe

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 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 an academy Ipad, chromebook or my Gmail.
- I always tell an adult if something online makes me feel upset, unhappy or worried.
- I can visit <https://nationalonlinesafety.com/> 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
- I have read and talked about these rules with my parents / carers.

#### Tell

- If I see anything online that I shouldn't 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 / adult immediately.
- I know it is not my fault if I see or someone sends me something bad online. I will always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened. This adult will then take appropriate action.

# Tree Tops Primary Academy

## Learner Acceptable Use of Technology

### Key Stage 2

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

#### Safe

- I will demonstrate the same set of values online that are expected of me in the classroom.
- I will 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 will 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 will only use my login and I will not share this information with other pupils.
- I will ask my teacher before using my own personal devices at the academy.
- I will always ask permission from an adult before using the internet.
- I will only use websites and search engines that my teacher has chosen.
- I will only use academy devices for academy work unless I have permission from a member of school staff.

#### 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 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 school staff has allowed me to.

#### Understand

- I understand that the academy internet filter is there to protect me, and I will not try to bypass it.

- I know that all academy 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 <https://nationalonlinesafety.com/> to learn more about being safe online.
- I know that if I do not follow the academy rules then:
  - My access to technology could be taken away
  - I may receive a consequence in line with the academy's behaviour policy.

## **Tell**

- If I see anything online that I shouldn't 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 / adult immediately.
- I know it is not my fault if I see or someone sends me something bad online. I will always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened. This adult will then take appropriate action.

# Tree Tops Primary Academy

## Acceptable Use of Technology Policy and Forms

### Parents / Carers

1. I, with my child, have read and discussed the Tree Tops Primary Academy 'Acceptable Use of Technology Policy and understand that the policy will help keep my child safe online.
2. I am aware that any use of academy devices and systems may be monitored for safety and security reasons 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.
3. I understand that my child needs a safe and appropriate place to access remote learning if the academy 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 in an appropriate location (e.g. not in bed) and that they are suitably dressed.
4. 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.
5. 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 or threaten the safety of or offend any member of the academy community.
6. I understand that the academy will contact me if they have concerns about any possible breaches about my child's safety online.
7. I know that my child will receive online safety education to help them understand the importance of the safe use of technology and the internet – both in and out of academy.
8. 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.....

# Tree Tops Primary Academy

## Tree Tops Primary Academy - Staff Remote Learning

The Remote Learning Acceptable Use Policy is in place to safeguard all members of Tree Tops Primary Academy 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: 08:30am – 4:00pm working days.
5. All remote lessons will be formally timetabled.
6. Live streamed remote learning sessions will only be held with approval and agreement from the Principal / a member of SLT.

### Data Protection and Security

1. Remote learning delivered on Google Meet should not be recorded if pupils 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 pupils.
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. 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](https://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 / or 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.
  - Appropriate dress and grooming.
  - Any background should be neutral and not include any personal information e.g family photos
  - Staff will not take or record images for their own personal use
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 and / or live streamed sessions:
  - If a child is reporting, this should be to the staff member or parent / carer (who should then report this to the school immediately).
  - If a school staff member is reporting, this should be directed to the class teacher and a member of SLT immediately.
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 the Principal or a member of SLT. A call will then be made to the parent / carer for information.
7. Inappropriate online behaviour will be responded to in line with existing policies such as the 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 Tree Tops Primary Academy.

9. Any safeguarding concerns will be reported to Miss White, Designated Safeguarding Lead, in line with our child protection policy.

**I have read and understood the [Tree Tops Primary Academy Acceptable Use Policy](#) for remote learning.**

Staff Member Name:

.....

Date.....



# Tree Tops Primary Academy

## Tree Tops Primary Academy - Learner Remote Learning

### I understand that:

- These expectations are in place to help keep me safe when I am learning at home using **Google Meet and Google 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.
- 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.

### 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.

### 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.
- If I am concerned about anything that takes place during remote learning, I will speak with my teacher or tell a parent / carer.
- 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 [Tree Tops Primary Academy Acceptable Use Policy](#) for remote learning.

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

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

Parent/Carers Name.....