

Blessed Dominic Catholic Primary School

"Love Learn Believe"



KS2 Acceptable Use Policy Agreement

Date of policy September 2023

Next Review: September 2024

Mission Statement

At Blessed Dominic Catholic Primary School, we pride ourselves on being a culturally diverse family.
We seek to instill, in every child that we nurture, the joy and wonder of learning.

As we journey together with Christ, we develop children's resilience, intellectual curiosity and creativity through our positive learning behaviours. We nurture and cherish the unique talents of all, empowering them to flourish and grow into life-long learners.

Our mission is to show love, promote learning and belief in God our Father.

LOVE – LEARN- BELIEVE

Acceptable Use Policy (AUP)

We ask all children, young people and adults involved in the life of Blessed Dominic Catholic Primary School to sign an Acceptable Use* Policy (AUP), which 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).

1. (I have read and understood Blessed Dominic's full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2. At the start the year children discuss and explore the statements in Appendix 1, to ensure they are aware of strategies to keep safe online both in and out of school
3. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult).
4. Listed for my role in the school's Online Safety policy (staff please note that the 'all staff' section applies as well as any other category) and agree to abide by these.
5. 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.
6. I understand that I am a role model and 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.
7. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same.

8. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to school, I will not do it.
9. I understand the importance of upholding my online reputation, that of the school and of the teaching profession), and I will do nothing to impair either. More guidance on this point can be found in this [Online Reputation](#) guidance for schools and in Blessed Dominic social media policy/guidance.
10. I understand that school systems and users are protected by security, monitoring and filtering services, so my use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, may be monitored/captured/viewed by these systems and/or relevant/authorised staff members.
11. I agree to adhere to all provisions of the school Data Protection Policy at all times, whether or not I am on site or using a school device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify SLT if I suspect a breach. I will not store school-related data on personal devices, storage or cloud platforms. USB keys, where allowed, will be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.
12. I will use school devices and networks/internet/platforms/other technologies for school business and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring, will look after devices loaned to me, and will notify the school of “significant personal use” as defined by HM Revenue & Customs.
13. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
14. I understand and support the commitments made by pupils/students, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.
15. I will follow the guidance in the Online Safety Policy for reporting incidents but also any concerns I might think are unimportant – I understand the principle of ‘safeguarding as a jigsaw’ where my concern might complete the picture, but only if I tell somebody. I have read the sections on handling incidents and concerns about a child in general, sexting, bullying, sexual violence and harassment, misuse of technology and social media.
16. I understand that breach of this AUP and/or of the school’s full Online Safety Policy here may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

Appendix 1:

These statements can keep me and others safe & happy at school and home

1. **I learn online** – I use the school's internet, devices and logons for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I'm using them at home.
2. **I learn even when I can't go to school because of coronavirus** – I don't behave differently when I'm learning at home, so I don't say or do things I wouldn't do in the classroom or nor do teachers or tutors. If I get asked or told to do anything that I would find strange in school, I will tell another teacher.
3. **I ask permission** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4. **I am creative online** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things, and I remember my Digital 5 A Day.
5. **I am a friend online** – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6. **I am a secure online learner** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
7. **I am not a bully** – I know just calling something banter doesn't make it ok as it could become bullying. I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
8. **I am careful what I click on** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
9. **I ask for help if I am scared or worried** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
10. **I know it's not my fault if I see or someone sends me something bad** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
11. **I communicate and collaborate online** – with people I already know and have met in real life or that a trusted adult knows about.
12. **I know new online friends might not be who they say they are** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
13. **I check with a parent/carer before I meet an online friend** the first time; I never go alone.

14. ***I don't do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
15. ***I keep my body to myself online*** – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
16. ***I say no online if I need to*** – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
17. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
18. ***I follow age rules*** – 13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult or skills but very unsuitable.
19. ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
20. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
21. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
22. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
23. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
24. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
25. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find. If I am not sure I ask a trusted adult.

For parents/carers

If your parents/carers want to find out more, they can read Blessed Dominic Catholic Primary School's full Online Safety Policy for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). All these documents can be accessed via <https://www.blesseddominicprimary.co.uk/our-school/policies>

Acceptable Use Policy (AUP)

Staff Agreement Form

User Signature

- I agree to abide by all the points above.
- I understand that it is my responsibility to ensure that I use the internet safely and report any incidents to a trusted adult at home (parents/carers) and at school (teachers).
- I will not give out my passwords to anyone and keep them confidential.

Full Name (please print)

Date.....