Francis Barber Pupil Referral Unit

Acceptable Use Policy (AUP) for Staff, Governor's, Volunteers

Background

We ask everyone involved in the life of Francis Barber 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).

This AUP is reviewed annually, and staff, governors and volunteers are asked to sign it when starting at the school and whenever changes are made. All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum. It is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy, available on the school website.

If you have any questions about this AUP or our approach to online safety, please speak to a member of the Heads' Team

What am I agreeing to?

1. I have read and understood Francis Barber'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 as outlined in the Online Safety Policy.
2. I understand online safety is a core part of safeguarding and part of everyone's job. It is my duty to support a whole-school safeguarding approach and to learn more each year about best-practice in this area. I have noted the section in our online safety policy which describes trends over the past year at a national level, and in this school.
3. I 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) and make them aware of new trends and patterns that I might identify.
4. I will follow the guidance in the Safeguarding and Online Safety policies for reporting incidents (including for handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media)
5. I understand the principle of 'safeguarding as a jigsaw' where my concern or professional curiosity might complete the picture; online-safety issues (particularly relating to bullying and sexual harassment and violence) are most likely to be overheard in the playground, corridors, toilets, and other communal areas outside the classroom.
6. I will take a zero-tolerance approach to all forms of child-on-child abuse (not dismissing it as banter), including bullying and sexual violence & harassment – know that 'it could happen here'! If I am unsure how to address any issues I will seek support from the DSL.

7. I will be mindful of using appropriate language and terminology around children when addressing concerns, including avoiding victim-blaming language
8. I will identify opportunities to thread online safety through all school activities as part of a whole school approach in line with the RSHE curriculum, both outside the classroom and within the curriculum, supporting curriculum/stage/subject leads, and making the most of unexpected learning opportunities as they arise (which have a unique value for pupils).
9. When overseeing the use of technology in school or for homework or remote teaching, I will encourage and talk about appropriate behaviour and how to get help and consider potential risks and the age-appropriateness of websites (find out what appropriate filtering and monitoring systems are in place and how they keep children safe).
10. I will check with The Lead for Curriculum and Standards if I want to use any new platform or app that has not already been approved by the school, to ensure this is quality assured. I will not use any new technology or download any apps without agreement. This includes any generative AI apps.
11. I will follow best-practice pedagogy for online-safety education, avoiding scaring and other unhelpful prevention methods. Further information can be found at onlinesafetyprinciples.lgfl.net
12. I will prepare and check all online sources and classroom resources **before** using them, for accuracy and appropriateness, including ensuring that inappropriate adverts do not play at the beginning of videos. I will flag any concerns about overblocking to the DSL (such as if I am unable to access teaching materials).
13. I will carefully supervise and guide pupils when engaged in learning activities involving online technology, supporting them with search skills, critical thinking, age-appropriate materials and signposting, and legal issues such as copyright and data protection.
14. I will physically monitor pupils using online devices in the classroom to ensure appropriate and safe use.
15. During any periods of remote learning, I will not behave any differently towards students compared to when I am in school and will follow the same safeguarding principles as outlined in the main child protection and safeguarding policy when it comes to behaviour, ways to contact and the relevant systems and behaviours.
16. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.
17. I know the filtering and monitoring systems used within school and the types of content blocked and am aware of the increased focus on these areas in KCSIE. If I discover pupils or adults may be bypassing blocks or accessing inappropriate material, I will report this to the DSL without delay. Equally, if I feel that we are overblocking, I shall notify the DSL to inform regular checks and annual review of these systems.
18. 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 both in and outside school. This

includes on social media, e.g. by not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.

19. 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 to the headteacher.
20. If I already have a personal relationship to a pupil or their family, I will complete a staff safeguarding form and inform a DSL for information as soon as possible.
21. 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 ever not sure, I will ask first.
22. I will not use any new technology or download any apps without agreement from the Heads' team
23. I will not use personal mobile phone nor mobile hotspot to provide internet to any device I use in school.
24. I agree to adhere to all provisions of the school's Cybersecurity and Data Protection Policies (available to view in the P: Staff: policies) at all times, whether or not I am on site or using a school device, platform or network.
25. I will never use school devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
26. 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.
27. I will only use generative AI platforms that have been authorised for use (including those used with pupils and to support administrative tasks), and I will ensure that any use of these platforms is transparent, appropriate, legal and ethical. I will also ensure that I abide by all data protection legislation in relation to using these platforms.
28. 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.
29. 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.

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To be completed by the user

I have read, understood and agree to this policy. I understand that it is my responsibility to ensure I remain up to date, read, and understand the school's most recent online safety / behaviour and safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: _____

Name: _____

Role: _____

Date: _____

To be completed by the school HR & Admin Manager

I approve this user to be allocated credentials for school systems as relevant to their role.

Systems: LGFL/Schoolpod/Google Chrome/ Approved websites

Additional permissions (e.g. Admin/Safeguarding/Heads/Premises/Finance - delete as appropriate)

Signature: _____

Name: _____

Role: HR/Admin Manager _____

Date: _____