

## **Appendices**

Acceptable User Agreements

The use of social networking and online media

Protocol for dealing with Online Safety incidents



My name is \_\_\_\_\_

This is how I keep **SAFE online**:

1. I only use the devices I'm **ALLOWED** to
2. I **CHECK** before I use new sites, games or apps
3. I **ASK** for help if I'm stuck
4. I **KNOW** people online aren't always who they say
5. I don't keep **SECRETS** just because someone asks me to
6. I don't change **CLOTHES** in front of a camera
7. I am **RESPONSIBLE** so never share private information
8. I am **KIND** and polite to everyone
9. I **TELL** a trusted adult if I'm upset, worried, scared or confused
10. If I get a **FUNNY FEELING** in my tummy, I talk to an adult

✓

My trusted adults are:

\_\_\_\_\_ at school

\_\_\_\_\_ at home

### For parents/carers

To find out more about online safety, you can read English Martyrs' full Online Safety Policy <http://www.englishmartyrs.towerhamlets.sch.uk/Online-Safety-Policy.html> for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).



## **This agreement will help keep me safe and help me to be fair to others**

1. ***I learn online*** – I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. I only use apps, sites and games if a trusted adult says I can.
2. ***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!
3. ***I am a friend online*** – I won't share anything that I know another person wouldn't want shared, or which might upset them. If I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
4. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out.
5. ***I am careful what I click on*** – I don't click on links I don't expect to see and only download or install things when I know it is safe or has been agreed by trusted adults.
6. ***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.
7. ***I know it's not my fault if I see or someone sends me something bad*** – I don't need to worry about getting in trouble, but I mustn't share it. Instead, I will tell someone.
8. ***I communicate and collaborate online*** – with people I know and have met in real life or that a trusted adult knows about.
9. ***I know new friends aren't always 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. If I want to meet them, I will ask a trusted adult, and never go alone or without telling an adult.
10. ***I don't do public live streams on my own*** – and only go on a video chat if my trusted adult knows I am doing it and who with.
11. ***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.
12. ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.
13. ***I keep my body to myself online*** – I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don't send any photos without checking with a trusted adult.
14. ***I say no online if I need to*** – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.

15. ***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, only use the ones I am allowed to use, and report bad behaviour.
16. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.
17. ***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.
18. ***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.
19. ***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.

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**I have read and understood this agreement.**

**If I have any questions, I will speak to a trusted adult: at school that includes Miss Nugent, my class teacher, Mrs McInroy and Mrs Pannell.**

**Outside school, my trusted adults are \_\_\_\_\_**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

## **For parents/carers**

If parents/carers want to find out more, you can read English Martyrs 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). You will also have been asked to sign an AUP for parents.  
<http://www.englishmartyrs.towerhamlets.sch.uk/Online-Safety-Policy.html>







English Martyrs regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies. We attempt to ensure that all pupils have good access to digital technologies to support their teaching and learning and we expect all our pupils to agree to be responsible users to help keep everyone safe and to be fair to others.

The Pupil Acceptable Use Agreement is attached to this form for your reference.

## Parents Acceptable Use Agreement

**Internet and IT:** As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- the school's chosen email system
- IT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

**Use of digital images, photography and video:** I understand the school has a clear policy on "The use of digital images and video" and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

**Social networking and media sites:** I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.

I will not take and then share online, photographs, videos etc., of other children (or staff) at school events, without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe and responsible use of the Internet, online services and digital technology at home. I will inform the school if I have any concerns.

**My daughter / son name(s):** \_\_\_\_\_

**Parent / guardian signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



## The use of digital images and video

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make recordings of your daughter / son.

**English Martyrs Catholic Primary School rules** for any external use of digital images are:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

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Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity;  
e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.
- Your child's image being used for presentation purposes around the school;  
e.g. in class or wider school wall displays or PowerPoint© presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;  
e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.  
In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission.

e.g. if your child won a national competition and wanted to be named in local or government literature.



## The use of social networking and online media

This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

*How do we show common courtesy online?*

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

*How do we show common decency online?*

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory. This is online-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

*How do we show common sense online?*

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP process for reporting abuse:  
[thinkuknow.co.uk/parents/](http://thinkuknow.co.uk/parents/)





## Protocol for Dealing with Online Safety Incidents September 2022

English Martyrs has a rigorous approach to the misuse of technology and the internet. However, this involves an understanding of the well-documented pressures of the digital world and a determination to help pupils recognise the consequences of unacceptable or dangerous technological/online behaviour.

All incidents are recorded in the Online Safety incident book which is kept in the locked stockroom next to the head teacher's office.

All incidents are referred to Mrs Pannell (Computing coordinator).


All pupils involved will be spoken to separately.

If a group is involved, they will be spoken to in the group as well to ensure pupils know that the message is consistent to all.

If the incident is considered dangerous or has issues pertaining to safeguarding or the wellbeing of the child, parents/carers will be included in the meeting which addresses the incident.

Pre-Covid, Parents and carers were invited to Online Safety workshops each term. This will be resumed when the School consider it safe to do so in line with DFE guidelines. Mrs Pannell is always available if parents have queries or concerns.

English Martyrs receives ICT support from Connetix. The technicians also give advice on safe use of software, technology and the internet.

|                                                                                   |                               |                                                |
|-----------------------------------------------------------------------------------|-------------------------------|------------------------------------------------|
|  | <b>Name of School</b>         | <b>English Martyrs Catholic Primary School</b> |
|                                                                                   | <b>AUP Date</b>               | <b>September 2021</b>                          |
|                                                                                   | <b>Date of next Review</b>    | <b>July 2022</b>                               |
|                                                                                   | <b>Who reviewed this AUP?</b> | <b>Computing Coordinator</b>                   |

Please adapt as appropriate for the group of staff / systems at your school.

## Acceptable Use Agreement: All Staff, Volunteers and Governors

Covers use of all digital technologies in school: i.e. **email, Internet, intranet, network resources**, learning platform, software, communication tools, social networking tools, school website, **equipment and systems**.

**English Martyrs Catholic Primary School** regularly reviews and updates all AUA documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not transport or save data which identifies pupils, staff or visitors on memory sticks or onto a 'cloud' other than school approved digital storage.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems, *or any Local Authority (LA) system I have access to*.
- I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data protection protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.  
This is currently: LGfL StaffMail
- I will not support or promote extremist organisations, messages or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school