



## Hillcross Primary School

# Acceptable Use Policy for Parents

### Mission, Vision and Culture

At Hillcross we nurture our children to think critically and creatively within a collaborative community.

Our outstanding practice ensures our children meet their full potential, both personally and academically, and provides opportunities for them to develop their unique talents and skills. As a nationally recognized Thinking School, we nurture an empathetic community of creative and critical thinkers. We achieve success for all through our dynamic and ambitious curriculum, inclusive learning, promoting fairness and celebrating diversity.

Through our school culture of high aspiration, embracing challenge, acting with compassion, a shared responsibility and by showing respect for all, we aim to develop a resilient school community of compassionate global citizens.

### Introduction:

We recognise that the internet has huge potential as a learning resource and as a way people connect with each other, however, as the use of online services and resources grows, so too have the risks and potential dangers which arise from the use of modern communications, technology and the internet. As part of our commitment to safeguarding, we ask all children and adults involved in the life of Hillcross Primary School to sign an Acceptable Use Policy (AUP) to demonstrate our shared commitment to keeping our children and each other safe and to show due diligence with regards to the security of our IT network and the protection of sensitive data.

An Acceptable Use Policy (AUP) is **a framework for students and their parents, guardians or carers, and the school** that outlines how we expect them to behave when they are online; using school networks, connections, internet connectivity and devices; cloud platforms; and social media. It applies to activity undertaken both when on the school site and when outside of school.

While regulation is important, at Hillcross we balance this carefully with proactively educating our children to take a responsible approach. Children and young people need help and support to recognise and avoid online risks and harms. At Hillcross our planned internet safety programme is provided as part of our PSHE curriculum, features prominently within our Computing curriculum and key safety messages are reinforced as part of all other subject areas as appropriate.

You can read more about this in our [Online Safety Policy](#). Links to online safety are also made within our Safeguarding Policy and our Behaviour Policy.

Staff sign an Acceptable Use Policy when they join our school and this is reviewed annually.

Your child signs up to a Team Acceptable Use Policy at the beginning of every school year (see below). In Year 5 and Year 6 each Team also agrees to a Social Media Charter that is created collaboratively. We explain to the children that they should not behave any differently when they are out of school or using their own device or home network. We explain what acceptable behaviour is and that this applies to all members of the school community, at all times whether they are at home or school. Respect is one of our school values and children are reminded to **treat themselves and others with respect at all times and to treat people in the same way when they are online or on a device as they would if they were face to face.**

It is crucial that we all work together to keep our children safe. Parents should be aware of the following information and we ask parents/carers to agree to commit to support and model acceptable use at all times:



## Hillcross Primary School

1. I understand that Hillcross Primary School uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
3. 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, including during any remote learning periods.
4. I 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.
5. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's guidance on social media [here](#) and not encourage my child to join any platform where they are below the minimum age.
6. **Use of personal mobile devices by parents/carers:** whilst we would prefer that parents did not use their mobile devices/phones while at school, we recognise that this would be impossible to regulate and that many parents see their mobile phones as an essential means of communication. We therefore ask that parents/carers usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.
7. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent.
8. I understand that for my child to be safe online, s/he will need positive input from school and home, so I will talk to my child about online safety and refer to [parentsafe.lgfl.net](http://parentsafe.lgfl.net) for advice and support on safe settings, parental controls, apps and games, talking to them about life online, screentime and relevant topics from bullying to accessing pornography, extremism and gangs, sharing inappropriate content etc.
9. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet and devices.
10. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: [childrenscommissioner.gov.uk/our-work/digital/5-a-day/](http://childrenscommissioner.gov.uk/our-work/digital/5-a-day/)
11. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
12. I can find out more about online safety at Hillcross Primary School by reading the full Online Safety Policy (see link above) and can talk to either the class teacher or a designated safeguarding lead if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.



## Hillcross Primary School

This policy is sent out to parents annually and they have the opportunity to opt out if they do not agree to the above commitments by emailing [info@hillcross.merton.sch.uk](mailto:info@hillcross.merton.sch.uk).

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all members of the school community fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children access the curriculum and make the best possible progress.

### **Safeguarding Commitment**

The school is committed to safeguarding and promoting the welfare of children, in line with the most recent version of Keeping Children Safe in Education, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.

### **Privacy Policy**

Hillcross School is committed to ensuring protection of all personal information that we hold. We recognise our obligations under the GDPR and Data Protection act 2018. Our practice is documented in our Data Protection Policy.

**Reviewed: September 2022, 2023, 2024**

**Date of next review: September 2025**

## **Appendix 1: EYFS- Y2 Acceptable Use Agreement**



## Hillcross Primary School



### Hillcross Primary School

#### Acceptable Use Policy

At Hillcross, we stay safe online by following our 5 Internet Safety Pillars.

# Sharp

Smart sharing, not oversharing



# Alert

Knowing what's real and what's fake

# Secure

Keeping your information safe

# Kind

Respecting others

# Brave

Speak up- report it

Sign:

Date:



# Hillcross Primary School



## Hillcross Primary School Acceptable Use Policy— Year 3-6



- ⇒ I will not disclose or share personal information about myself or others when online.
- ⇒ I will not share my username and password with anyone or try to use any other person's username and password.
- ⇒ I will be aware of "stranger danger", when I am communicating online.
- ⇒ The school will monitor all use of the ICT systems, email and other digital communications.
- ⇒ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ⇒ I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- ⇒ I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- ⇒ I will not take or distribute images of anyone without their permission.
- ⇒ I understand that the school ICT systems are for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- ⇒ I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / Security systems in place to prevent access to such materials.
- ⇒ I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- ⇒ I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- ⇒ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- ⇒ I will only use approved email accounts on the school system.
- ⇒ I will not reveal personal details of myself or others in e-mail communication, or arrange to meet anyone without specific permission.
- ⇒ If choosing a profile picture, I will use an avatar so that it is not a picture of myself.
- ⇒ I understand that if I do not follow this Acceptable Use Policy agreement, inside or outside school, it will lead to action which may include loss of access to the school network / Internet, detentions, contact with parents, suspensions, and in the event of illegal activities involvement of the police. Examples of this is cyberbullying, sending/receiving inappropriate images and misuse of personal information.

Sign: \_\_\_\_\_

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