

Dovecotes Primary School AUP For learners in KS1

When I am using the computer or other technologies, I want to feel safe all the time.

To keep myself and others safe online, including in the event of Remote Learning, I follow the Digital 5 A Day and:

- 😊 always keep my *passwords* a secret;
- 😊 only use *trusted devices/apps/sites/games* that a responsible adult has given permission for;
- 😊 *tell a responsible adult* if anything makes me feel upset, worried, scared or uncomfortable;
- 😊 *ask for help* if I am stuck or unsure or on behalf of a friend who needs help;
- 😊 not share my *personal information*, including name, address, school, phone number, etc.;
- 😊 *not upload photographs* of myself/others onto the internet without an adult's permission;
- 😊 only *communicate* with people I know in real life or who a trusted adult knows about because I know people online are not always who they say they are;
- 😊 tell my teacher if I get a *nasty message* through a computer or phone;
- 😊 *not reply* to any nasty message or anything which makes me feel uncomfortable, including *dares or challenges*, which I know I do not have to do;
- 😊 make sure all messages I send are *polite and respectful*, nothing that may upset another child, teacher or adult. I know anything I do online can be shared and be around forever.

I understand:

- 😊 Using computers safely can make everyone's learning more enjoyable;
- 😊 Anything I do on the computer may be seen by someone else, including school staff;
- 😊 Anything I put online will have my name next to it.

My trusted adults are:

_____ at school

_____ at home

Name/signed _____

Date _____

Dovecotes Primary School AUP For learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time.

To help keep myself and others safe:

- ☺ I *learn online* – I use the school’s internet and devices for my work, to learn and to have fun and I know the internet and devices are monitored. Any personal devices are to be taken to the office with an accompanying letter explaining why they are required in school;
- ☺ I am a *secure online learner* – I always keep passwords secure (combination of letters/ numbers) and reset them if anyone finds them out, including friends!
- ☺ I am a *secure remote learner* – if I wouldn’t do it in class, it shouldn’t be done online and I know to follow the rules for Teams when working remotely and communicating with others.
- ☺ I am a *researcher online* – I use safe search tool options approved by trusted adults to keep me safe but I know I cannot believe everything I see online and should discuss with a trusted adult anything that makes me uncomfortable and not click anything I am unsure of.
- ☺ I *ask permission* – I only use the devices, apps, sites or games which are appropriate to my work at the time or which I have been given permission for and I am careful what I click, including *video/audio sharing*, e.g. in remote learning and will only do this with permission;
- ☺ I *communicate and collaborate* online – with individuals or groups agreed by my teacher or that a responsible adult knows about and using approved software, apps or sites;
- ☺ I *respect* others’ work – I only edit or delete my own digital work and I only use words, pictures or videos from other people if I have their permission or if copyright free. I will not send or share any photos or videos without checking with a trusted adult;
- ☺ I *tell responsible adults* – if anything makes me uncomfortable online or if I see something/ someone sends me something bad; responsible adults will help, including in remote learning.
- ☺ I will *not condone bullying* – I do not post, make, reply to, forward or share unkind, hurtful or rude messages /comments and if I see this happening, I will tell a trusted adult.
- ☺ I am *private online* – I only give out private information if a trusted adult gives permission, e.g. address, school, phone number, location or anything that identifies my family/friends. I will also say no if I feel uncomfortable with anything and know I do not have to do dares;
- ☺ I *seek help from a parent/trusted adult* – especially if meeting an online friend (not alone).
- ☺ I am *creative* online – I try to be positive digitally and remember my [Digital 5 A Day](#).
- ☺ I am a *rule follower* – I know that apps, sites and games have rules on how to behave; I follow the rules, block bullies and report bad behaviour.

I understand:

- ☺ Using computers safely can make everyone’s learning more enjoyable;
- ☺ Anything I do may be seen by someone else and should have my name next to it;
- ☺ Most social networking sites have a minimum joining age (usually 13) and it is a criminal offence to give false information e.g. lie about my age;
- ☺ Not everyone online is who they say they are;
- ☺ Once I post a message, picture or post online then it is completely out of my control and even after being deleted, could remain online forever;
- ☺ I know that anything I write or say or any website that I visit may be being viewed by a responsible adult, including school staff.

I have read and understood this agreement. If I have any questions, I will speak to a trusted adult:
At school, this includes: _____ . At home, this includes: _____ .

Dovecotes Primary School - AUP for governors

This Acceptable Usage Policy applies to governors' use and monitoring of systems provided/ accessed as part of their Dovecotes Primary School role - both professionally and personally.

1. I have read and understood Dovecotes' full Online Safety policy and agree to uphold the approaches outlined, both for my behaviour as an adult and enforcing rules for pupils. I will report any breaches or suspicions in line with the policy without delay.
2. 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/Headteacher.
3. I understand my responsibilities in the Online Safety policy and agree to abide by these.
4. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other, including encrypted content, will be monitored/captured/viewed by these systems and/or relevant/authorised staff.
5. I understand that as a role model, I need to promote positive online safety and model safe, responsible and positive behaviour in my use of technology, including social media, e.g.:
 - by not sharing other's images or details without permission;
 - by refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
6. I will not contact or attempt to contact any pupil or to access their contact details (including usernames) in any way other than school-approved and school-monitored ways.
7. 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.
8. I understand the importance of upholding my online reputation, my professional reputation (and that of the school), and I will do nothing to impair either.
9. I agree to adhere to all provisions of the school Data Protection Policy at all times, whether or not on site, 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 permission for. I will protect passwords/logins and other access; never share credentials and immediately change passwords and notify school if I suspect a breach. I will not store school-related data on personal devices/storage. USB sticks will be encrypted and their use discussed with DSL. I will only use safe/appropriately licensed software, respecting all copyright rules at all times.
10. I will use school devices and networks/internet/platforms/other for school business and I will never use these to access illegal material or in any way inappropriate for an education setting. I will not attempt to bypass security/monitoring and will look after school devices.
11. 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.
12. I understand and support the commitments made by pupils, parents, staff, governors and volunteers in their AUP and will report any infringements in line with school procedures.
13. I will follow the guidance in the Online Safety Policy for reporting incidents – I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handling incidents/concerns about a child, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.

14. I understand that breach of this AUP and/or of the school's Online Safety Policy may lead to appropriate disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

Signed

Print

..... Date



Dovecotes Primary School - AUP for school workforce

This Acceptable Usage Policy applies to all staff's use of systems provided/accessed as part of their Dovecotes Primary School role - both professionally and personally.

I will:

- adhere to all provisions of the school Data Protection and Online safety Policy at all times, whether or not on site, using a school device, platform or network.
- not access, attempt to access, store or share any data which I do not have permission for.
- protect passwords/logins and other access; never share credentials and immediately change passwords and notify school if I suspect a breach.
- set strong passwords (a combination of letters - upper and lower case – and special characters; the longer the better) and update these regularly;
- not store school-related data on personal devices; USB sticks will be encrypted and their use discussed with DSL; only use safe/appropriately licensed software, always respecting copyright laws.
- use school devices and networks/internet/platforms/other for school business and never attempt to bypass security/monitoring or access illegal/inappropriate material for educational settings – this could include pornography; promoting discrimination of any kind including racial or religious hatred; breaching any Local Authority/School policies;
- not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school; do not browse, download or send material that is considered offensive or of an extremist nature by the school.
- follow the guidance in the Online Safety Policy for reporting incidents – I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handling incidents/concerns about a child, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.
- consider my professional role and representation of the school when posting on social media and not refer to the school in a negative way (whether directly or indirectly);
- think carefully about what is stored on my laptop and ensure sensitive data is only stored on the school server or private area on the Learning Platform;
- educate pupils in the effective use of the internet, including recognition of bias, unreliability and validity of sources and their respect for copyright law;
- only use pupil images/videos approved by parents and that will not enable the pupil's identification;
- only use school devices to photograph/record pupils and only use approved school e-mail accounts;
- only give access to appropriate users when working with social platforms or blogs etc...;
- read, understand and share the expectations for Remote Learning on Teams/school website and will not behave differently towards students compared to expectations in school. This includes: only using approved devices, software and resources; not taking screenshots or recordings without permission; playing a role in supporting educational and safeguarding messages shared.

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 DSL/Headteacher;
- the responsibilities of my role as outlined in the Online Safety policy and agree to abide by these;

- the use of school systems and its users are protected by security, monitoring and filtering services, and that my use of school devices (regardless of time, location or internet connection) will be monitored/captured/viewed by these systems and/or relevant/authorised staff;
- as a role model, I need to promote positive online safety and model safe, responsible behaviour in my own use of technology, including social media, including my online and professional reputation (and that of the school), and I will do nothing to impair either;
- breach of this AUP and/or of the Online Safety Policy may lead to appropriate disciplinary action/ termination of my relationship with school and where appropriate, referral to relevant authorities.

Signed

Print

Date



Dovecotes Primary School Laptop Agreement for Staff



This document is an agreement between both staff and school, and shall be binding for the duration of employment at the school.

General

1. The laptop shall remain the property of the school.
2. The laptop shall be retained by staff in order to exercise their professional duties.
3. The laptop shall be returned to school upon a member of staff leaving school to either take up a post elsewhere or for long term leave (sick or maternity) and any additional saved data removed.
4. Staff are to take proper care of the laptop at all times.
5. Staff shall be responsible for the security of the laptop, ensuring it is in a lockable cupboard when unattended in school and ensuring all reasonable precautions are taken in transporting the laptop.
6. Any additional software installed on the laptops is to be correctly licensed and agreed with the Computing co-ordinator/technician.
7. All faults are to be reported to the Computing Co-ordinator and/or technician.

Use

1. The laptop shall be available for use in school each day.
2. Staff shall be aware of the issues relating to access to Internet sites not relevant or appropriate to their professional duties.
3. Staff shall operate Internet access with due regard to school and Wolverhampton City Council policies.
4. Staff shall use the laptop in a responsible and professional manner.
5. Staff will be expected to use the laptop for:
 - Planning
 - Delivery of lesson
 - Record Keeping
 - Analysis of assessment
 - Target Setting
 - Accessing Learning Platform
 - Video calling/conferencing for professional duties, including CPD and training
 - Other professional duties

The school agrees to provide training for teachers in order to make effective use of their laptop.

I agree to the terms and conditions above.

Signed

Laptop Serial Number: Orange Tag number:
This laptop will be kept ***at home/in school** each night. **(Delete as appropriate)**

.....
L.Gould (Computing co-ordinator) signed on behalf of Dovecotes Primary School



Dovecotes Primary School Parent Acceptable Use Policy

Dovecotes Primary School acknowledges that despite being an invaluable resource, technology and the internet have the potential for inappropriate use and access to undesirable material. As we have a duty of care to protect our pupils, we ask children, young people and adults involved in the life of Dovecotes Primary School to sign an Acceptable Use Policy (AUP). This outlines expectations for online behaviour, and/or when using school networks, connections, internet connectivity, devices, platforms and social media (both in school and outside of school). Your child has also signed a child-friendly AUP; a blank copy can be found on the school website (KS1 and 2 only). The school's users are also protected and monitored by our filtering and security system to ensure safe access and usage for all. The purpose of this agreement is to set out rules/procedures, which will minimise the misuse of technologies and the internet with parents, pupils and staff working together to achieve a safe and secure online experience, identifying that the online world is part of the real world and we should behave accordingly. More information can be found in our *Online Safety Policy* on the school website.

Parents' Agreement

I understand:

- Dovecotes Primary school uses technology to support teaching and learning and prepare children for their future lives in a technological advanced world.
- Positive input from both school and home is essential for pupils' online safety. Understanding/discussing behaviour is more helpful than knowledge of apps/sites/games.
- Online messages sent from and received by my child should not be considered private and as a parent, I can and should inspect my child's online communication.
- The school takes reasonable precaution to keep pupils safe and prevent the access of inappropriate materials, including through behaviour policies, physical and technical monitoring and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet, which can sometimes be upsetting.
- Child safety settings can also be applied at home; Internet Matters provides guides and further information can be found on the school website; I will discourage my child from joining any platform where they are below the minimum age.
- My child needs a safe/appropriate place to do Remote Learning (if required to do so) and will follow advice and guidelines set out on the use of Teams. I will take responsibility for my child's online safeguarding whilst working at home and will support and/or monitor their use.
- It can sometimes be hard to stop using technology and I will talk about its positive, healthy use, referring to the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/
- My child has signed an AUP (not EYFS), which can be seen on the school website and I understand/support that they will be subject to sanctions if these rules are not followed.
- As a parent, I will ensure my child keeps to the above rules and that if he/she misuses online communications (or other public networking sites), their access may be withdrawn.

As a parent/carer I will promote positive online safety and model safe, responsible behaviour in my

own use of technology, including in the use of social media by:

- Not making derogatory comments, which could bring the school into disrepute, including negative comments about school/its members – pupils/staff/governors/parents/carers and use appropriate language when discussing school.
- Not posting photographs or videos of other people’s children on social network sites in order to keep all children safe, unless parental permission is given.
- Addressing any issues or concerns regarding school, directly with the Headteacher/staff.

I/we have read, understood and agreed to this policy.

Parent Signature(s): _____ Print

Name(s):

Class: _____ Date:



Dovecotes Primary School

Photo and video consent form

At Dovecotes Primary School, we sometimes take photographs and videos of pupils. Use of these photos will predominantly be to record pupils activity and celebrate work and achievements. This may include (but is not limited to) printed and online publicity, including on display boards around school, in the school’s prospectus, in the school’s newsletters, on the school’s website and school’s social media channels.

If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption. From time to time, our school may feature in the media. Children may appear in images published in local or national newspapers, on approved websites or on television, but permission for these will be specifically obtained beforehand.

We ask your consent to take photos and recordings of your child, and use them in the ways described above. Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further. Please note that we will not remove your child’s photograph from the management information system (SIMs) which is used for identification purposes as part of our daily processes.

Parents/carers are welcome to take videos and digital images of their children at school events (e.g. Sports Day, school drama productions etc.) for their own personal use. To respect everyone’s privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.

Please tick the relevant box below

I DO consent for photos and/or videos of my child to be used by the school. I understand that once my child has left, the photo/video could remain there for up to 5 years and I must contact school if I wish to withdraw consent.	
I consent to ONLY PHOTOS of my child to be used by the school. I understand that once my child has left, the photo could remain there for up to 5 years.	
I DO NOT give permission for the school to take or use photos/videos of my child. <i>(Please note, this could mean your child will need to be excluded from the participation of class assemblies if they are recorded and shared on the website).</i>	

This consent form covers consent for the duration of your child’s time at the school and up to five years after pupils have left; however, if at any point, you would like to withdraw consent if given, or change permissions, please contact the school in writing.

Name of pupil/s: _____ Class: _____

Name of Parent/carer: _____ Date: _____

Signature: _____

Dovecotes Primary School

Ryefield, Pendeford, Wolverhampton. WV8 1TX

Headteacher: Miss T Challenor

Deputy Headteacher: Mrs L Jones

E-mail: dovecotesprimaryschool@wolverhampton.gov.uk

School Website: www.dovecotesprimaryschool.co.uk

Office: (01902) 558284 **Attendance:** (01902) 558236



6th September

Dear parent/carer,

As part of our teaching and support for pupils in the current times, Microsoft Teams will be used in the event of Home/Remote Learning for all pupils in school.

Microsoft Teams is a unified communication and collaboration platform that combines workplace chat, collaborative work, file storage and sharing, application and integration and, if applicable, video conferencing. At present, we aim to use Teams to share files with pupils related to their learning and encourage their discussions with others in this manner.

We ask that you read the agreement outlined below and sign and return the reply slip to your child's class teacher in order to support staff and the pupils' use of Teams and ensure a safe working environment for all, whether used in school or in the event of self-isolation and/or class/school closures or lockdowns.

- I will know when my child is using the Internet and/or Teams at home and will monitor their usage.
- Online messages sent and received through Teams should not be considered private and as a parent, I can inspect my child's online communication.
- As a parent, I will ensure my child keeps to the above rules and that if he/she misuses online communications (or other public networking sites), their access may be withdrawn.
- I understand that the account has been set up for the pupil and is not to be used by anyone else but if I have any concerns or issues with the use of Teams, I will report it to school in the usual manner via communications with the school office and/or staff directly.
- Any issues or concerns I have must be shared directly with the Headteacher, member of staff or governors and if I have any evidence of these concerns, for example print screens, this should be shared to support staff in taking the appropriate measures required.

As always, we appreciate your continued support but especially at these unprecedented times when we are prepared to take all measures necessary to ensure the safety of both pupils and staff in line with government guidelines. If there are any questions or concerns, please do not hesitate to contact us.

Mrs Gould
(Online Safety Lead)

I have read and agree to the use of 'Teams' at Dovecotes agreement. I give consent for my child, _____ in Year _____ to be involved in discussions and access files to support their learning using Teams whether in school or in the event of home/remote learning.

Please not – if you do not give consent, please contact school directly.

Signed _____ Date _____

To be posted to the TEAM (team rules) – to be adapted/added to accordingly.

Expectations and rules when using Teams – pupils

- I know that behaviour on Teams is expected to be in line with expected classroom behaviour.
- I will not share my password as I know it is personal to my use of Teams and my account.
- I will never log in or attempt to log into Teams as someone else.
- I will let a member of staff know immediately if I think my password has been compromised.
- I will only visit sites appropriate to my work at the time.
- I will work in collaboration with members of my Team.
- I will make sure all messages I send are respectful.
- I will not reply to/forward/encourage unkind messages or comments that make me feel uncomfortable.
- I will not give out my personal information on Teams.
- I will report any issues or anything that makes me feel uncomfortable to a member of staff in person, with evidence if appropriate.
- I will always check with a responsible adult before I upload files or photographs.
- I will make sure a responsible adult is nearby when using Teams but will make sure only I use the account and not another friend or member of my family.

Expectations and rules when using Teams – staff

- I will implement the school's Online Safety policy and AUPs.
- I will have the same expectations on teams as in lessons and follow the school's behaviour policy.
- I will educate pupils in the effective use of Teams and the Internet, including networking.
- I will only give access to appropriate users.
- I will keep language and discussions professional at all times.
- I will support pupils with learning and encourage discussions about it.
- I will only share documents that have been approved and are child friendly.
- I will encourage sensible, appropriate fun that is fitting to the conversation and not at others' expense or humiliation.
- I will ensure a no tolerance policy regarding online behaviour. Any negative behaviour must be reported immediately in line with school policy to the headteacher.

To be posted to the TEAM daily if required (no expectation of activity in out of school hours).

Signing off now for the day and any messages will not be responded to until tomorrow; therefore please do not post on to this platform. If you need any further support, including safeguarding, please see the school website for more information and contact numbers.

Microsoft Forms links to online AUPs

Dovecotes Primary School Acceptable Use Policy for School Workforce

https://forms.office.com/Pages/ResponsePage.aspx?id=n-nwrUuRD0WALH_XTtX2Cp6yd5JG72FFvojlGZm8wuVUNUM5VEZJMUFBTU1WWks2VTM3Vk04ODIOWC4u

Laptop Agreement for Staff

https://forms.office.com/Pages/ResponsePage.aspx?id=n-nwrUuRD0WALH_XTtX2Cp6yd5JG72FFvojlGZm8wuVUNzI5S09XREdIQ0czUFdFRjNSUEtHTDNJNy4u

Dovecotes Primary School Acceptable Use/Adherence to Online Safety Policy for Governors

https://forms.office.com/Pages/ResponsePage.aspx?id=n-nwrUuRD0WALH_XTtX2Cp6yd5JG72FFvojlGZm8wuVUOEZER0k5MUQzVFIKREtTNk9IS00zREw3US4u

Dovecotes Primary School Acceptable Use Policy for Parents

https://forms.office.com/Pages/ResponsePage.aspx?id=n-nwrUuRD0WALH_XTtX2Cp6yd5JG72FFvojlGZm8wuVUREhGVzUwMzJCUVFOOE9XU0ZTSzVYU1BBMC4u

Dovecotes Primary School Use of TEAMS information/consent

https://forms.office.com/Pages/ResponsePage.aspx?id=n-nwrUuRD0WALH_XTtX2Cp6yd5JG72FFvojlGZm8wuVUNk9WR1VZWIBDODIQQ01UMTJLODk4TlpWMC4u