



HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee
Registered in England: Company Number 10760863
Registered Office: Whybridge Junior School, Rainham, Essex, RM13 7AH
www.hornchurchacademy.org

		Hornchurch Academy Trust
	AUP review Date	1 st January 2021
	Date of next Review	1 st September 2022
	Who reviewed this AUP?	C W Hobson
	Date approved by Board of Trustees	12 th January 2021

Acceptable Use Agreement: All Staff, Volunteers and Trustees

What is an AUP?

We ask all children, young people and adults involved in the life of Hornchurch Academy Trust 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 I will be asked to sign it upon entry to the school and every time changes are made.

Why do we need an AUP?

All 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, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy.

Where can I find out more?

All staff, governors and volunteers should read Hornchurch Academy Trust's full Online Safety Policy for more details on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

If you have any questions about this AUP or our approach to online safety, please speak to CEO, Mr Chris Hobson.



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What am I agreeing to?

1. I have read and understood Hornchurch Academy Trust'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. 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 Head of School (if by an adult).
3. I understand the responsibilities 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.
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 technologies, including encrypted content, is monitored/captured/viewed by these systems and/or relevant/authorised staff members.
5. I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Board of Trustees.
6. 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.
7. 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 social media, e.g. by:
 - not sharing other's images or details without permission
 - refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
8. 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 Head of School/CEO.



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9. 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.

10. 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.

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 my Head of School/CEO 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 not reveal my password(s) to anyone.

13. I will follow 'good practice' advice in the creation and use of my password. 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.

14. 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.*

15. I will only use the approved email system(s) for any school business. This is currently: LGfL StaffMail

16. I will only use the approved LGfL Staffmail system with pupils or parents/carers, and only communicate with them on appropriate school business.

17. I will follow the school's policy on use of mobile phones / devices at school and **only use in staff areas.**

18. 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 and will look after devices loaned to me.

19. 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.



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20. I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
21. I will ensure, where used, I know how to use any social networking sites / tools.
22. I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
23. 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.
24. I understand that all Internet and network traffic / usage can be logged and this information can be made available to the Head of School / Safeguarding Lead on their request.
25. 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 and concerns about a child in general, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.
26. I understand that breach of this AUP and/or of the Trust's full Online Safety Policy may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.
27. *Staff that have a teaching role only:* I will embed the school's on-line safety / digital literacy / counter extremism curriculum into my teaching.

Responsibilities when using cloud-based video conferencing and online learning platforms

When I use cloud-based video conferencing for staff meetings/ training I will ensure the following:

- Camera remains on at all times
- I am appropriately dressed for the session
- I will place myself in a neutral area
- I will be on time
- If I am organising the session I will share the log in details with others.



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When I use cloud-based video conferencing for parent meetings/teaching & learning I will ensure the following:

- When setting up a Google Meet, I will direct parents/carers to the Trust's AUP in order for them to read in advance
- I will only share Google Meet in Google Classroom, ensuring parents/carers do not share the details with anyone else.
- Ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils/students when calls are taking place for both parties.
- The teacher should always invite the pupils/students to the call and act as hosts, ensuring that there are rules in place.
- The teacher is always first in the room (deploy waiting room) and the last to leave the online meeting to ensure that pupils/students can't rejoin the room afterwards.
- Take a register of the children who attend the video call.
- The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
- The chat feature can be used by students to ask questions and by teachers to share links with pupils/students when teachers allow. They must also use the raise hand feature when wanting to ask questions.
- If students or parents do not follow our schools AUP, please give them a warning. If the behaviour continues, remove them from the video call and contact your Head of School.
- For remote learning with pupils, staff will only use our registered online platform (Google Classroom).
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the school network staff-only drive within school or the school Google Drive.
- I will only be available to approve and comment on work during our school hours.
- When work is turned in by a child/parent, I will ensure that the child and any other person in the image/video is appropriately dressed. If they are not, I will delete the image and inform the parent/carer.
- I will alert the Head of School, child protection officer / appropriate senior member of staff if I feel an image/video may be a cause for concern.
- I will comment positively and professionally on work which has been turned in, including ways to move forward and my all responses will remain professional and be written in Standard English.
- If I receive a comment from a parent that is inappropriate, I will alert the Head of School.
- When creating my remote learning videos, I will ensure that the content is only appropriate for that specific activity and be aware of the background.



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- I will ensure comments will be distributed fairly.
- I will encourage parents to engage in the learning opportunities provided and if they have any difficulties I will support them where possible.

To be completed by the user

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

Signature: _____

Name: _____

Role: _____

Date: _____

To be completed by Head of School

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

Additional permissions (e.g. admin) _____

Signature: _____

Name: _____

Role: _____

Date: _____