



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

	Name of School	
	AUP review Date	1 st January 2021
	Date of next Review	1 st January 2023
	Who reviewed this AUP?	C W Hobson
	Date approved by Board of Trustees	18 th March 2021

Acceptable Use Policy: Parent/Carers

What is an AUP?

We ask all children, young people and adults involved in the life of each academy within the Hornchurch Academy Trust to sign an Acceptable Use* Policy (AUP), which is a document that 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).

Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people can get upset, but these rules should help us avoid it when possible, and be fair to everybody.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep your children safe.

We tell your children that they should not behave any differently when they are out of school or using their own device or home network. What we tell pupils about behaviour and respect applies to all members of the school community:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”



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Where can I find out more?

You can read the Hornchurch Academy Trust full Online Safety Policy at www.hornchurchacademy.org.uk for more detail 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 the Head of School where your child attends.

Online Safety

What am I agreeing to?

1. I understand that our schools 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.
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 social media policy and not encourage my child to join any platform where they are below the minimum age.
6. I will follow the school's digital images and video policy, which outlines when I can capture and/or share images/videos. 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



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- 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 on the relevant form.
7. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety (NB: the recent LGfL DigiSafe survey of 40,000 primary and secondary pupils found that 73% of pupils trust their parents on online safety, but only half talk about it with them more than once a year). Understanding human behaviour is more helpful than knowing how a particular app, site or game works.
 8. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.
 9. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and which can be seen via the individual academies website and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
 10. I can find out more about online safety at Trust by reading the full Online Safety Policy via www.hornchurchacademy.org.uk and can talk to the respective Head of School 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.

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

What am I agreeing to?

- I will log into my child's Google Classroom account on a regular basis to complete any activities set by the class teacher and sign the class register.
- If a school is closed due to unforeseen circumstances and remote learning has been put in place, I will ensure that my child engages with remote learning and follows the schools timetable to avoid gaps in learning unless there is a suitable reason not to i.e. they are medically unwell and this has been reported to school.
- I will use appropriate language when using the comment features and ensure that my child does the same, monitoring what they are typing.
- I will 'turn in' work by the deadline given by the class teacher.



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- When attending a live lesson, I will look to find the time, date and link for a Google Meet will be shared through Google Classroom. I will not share this information with anyone else.
- I will ensure that my child is suitably dressed (not in pyjamas) and located in a family room, not for example a bedroom.
- I will set up the Google Meet for my child.
- I will be with my child during the duration of the Google Meet, not on camera but in the same room.
- I will ensure that my child is respectful and shows good manners during the duration of the live lesson.
- I will be on time for the live lesson.
- I will encourage my child to listen carefully and join in with the activities that the teachers are modelling, providing support where need be.
- I will not take photos or record the live lesson. It is a confidential learning environment.
- I must mute the microphone and have my camera on when joining a Google Meet. If your child would like to answer a question, they must use the 'raise hand' feature.

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

Signature/s: _____

Name/s of parent / guardian: _____

Parent / guardian of: _____

Date: _____