## Background

We ask all children, young people and adults involved in the life of Cavendish Close Infant and Nursery School 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 staff, governors and volunteers will be asked to sign it upon entry to the school and every time changes are made. All staff, governors and volunteers have 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.

If you have any questions about this AUP or our approach to online safety, please speak to our Online Safety lead (Miss C Brown) and/or the Designated Safeguarding lead (Mrs C Diffin).

## What am I agreeing to?

1.  (This point is for staff and governors):
    I have read and understood Cavendish Close Infant and Nursery School'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. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2.  I understand online safety is a core part of safeguarding and part of everyone's job. It is my duty to support a whole-school safeguarding approach and to learn more each year about best-practice in this area.
3.  I will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (DSL), Mrs C Diffin.
4.  I will follow the guidance in the safeguarding and online-safety policies for reporting incidents (including handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media).
5.  I understand the principle of 'safeguarding as a jigsaw' where my concern or professional curiosity might complete the picture; online-safety issues (particularly relating to bullying and sexual harassment and violence) are most likely be overheard in the playground, corridors, toilets, and other areas outside the classroom.
6.  I will take a zero-tolerance approach to all forms of child-on-child abuse, not dismissing it as banter - this includes bullying, sexual violence and harassment - and maintain an attitude of 'it could happen here'.
7.  I will be mindful of using appropriate language and terminology around children when addressing concerns, including avoiding victim-blaming language.

8. I will identify opportunities to thread online safety through all school activities as part of a whole school approach, both outside the classroom and within the curriculum. I will make the most of unexpected learning opportunities as they arise (which have a unique value for our children).

9. When overseeing the use of technology in school, I will encourage and talk about appropriate behaviour and how to get help and consider potential risks and the age-appropriateness of websites.

10. I will follow best-practice pedagogy for online-safety education, avoiding scaring and other unhelpful prevention methods.

11. I will prepare and check all online sources and classroom resources before using for accuracy and appropriateness. I will flag any concerns about overblocking to the DSL, Mrs C Diffin.

12. I will carefully supervise and guide pupils when engaged in learning activities, involving online technology, supporting them with search skills, critical thinking and age appropriate materials.

13. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.

14. I know the filtering and monitoring systems used within school and the types of content blocked and am aware of the increased focus on these areas in KCSIE 23, now led by the DSL. If I discover pupils may be bypassing blocks or accessing inappropriate material, I will report this to the DSL without delay. Equally, if I feel that we are overblocking, I shall notify the DSL and online-safety lead to inform regular checks and annual review of these systems.

15. 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 on 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.

16. I will not contact or attempt to contact any pupil or to access their contact details 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 to the headteacher.

17. 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 and seek guidance from the DSL.

18. 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.

19. I will never use school devices and networks 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.

20. 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.

21. I understand and support the commitments made by pupils, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.

22. I understand that breach of this AUP and/or of the school'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.

**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 and safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

**Signature:** _____

**Name:** _____

**Role:** _____

**Date:** _____