

What is an AUP?

We ask all students, staff and adults involved in the life of TLG 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).

Your child has also signed an AUP during their induction which will have been sent home to you.

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 students 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.”

Where can I find out more?

You can read TLG’s full E-Safety Policy on the schools website 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 teacher.

What am I agreeing to?

1. I understand that TLG 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 young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep students safe and to prevent them 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, students 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 students 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 images/video of my child for internal purposes such as recording attainment. The full details of how we use digital images and video are outlined on the following page where we ask you to give your consent.
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. 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 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/
10. 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.

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

**Signature/s:** \_\_\_\_\_

**Name/s of parent / guardian:** \_\_\_\_\_

**Parent / guardian of:** \_\_\_\_\_

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

## The Use of Digital Images and Video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

**If the student is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the student.**

Where showcasing examples of students work we only use their first names, rather than their full names. If showcasing digital video work to an external audience, we take care to ensure that students aren't referred to by name on the video, and that students' full names aren't given in credits at the end of the film. Only images of students in suitable dress are used.

Staff are not allowed to take photographs or videos on their personal equipment. Some staff do have school mobile phones that they may use to capture photographs as evidence for assessed work, these are not their personal phones and remain in school.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or other member of staff) as part of a learning activity; e.g. taking photos or a video of art work or posters produced as evidence for a qualification.
- Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a DVD or a document sharing good practice; in our school prospectus or on our school website.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

I give permission for my child to be photographed/ filmed as per the outlined arrangements.

Name of student \_\_\_\_\_ Date \_\_\_\_\_

Name of parent/ guardian \_\_\_\_\_ Signature \_\_\_\_\_