# **Enterprise Learning Alliance**

**Learners and Parents**

**Appropriate Use Policy.**



**Key Details**

**Designated Safeguarding Lead: Nick Waters**

**Online Safety Lead: Michelle Silburn**

**Named Governor with lead responsibility: Linda Sampson**

**Date written: (August 2020)**

**Date agreed and ratified by Governing Body:**

**Date of next review: (September 2021)**

**This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure**

**Enterprise Learning Alliance Appropriate Use Policy for Early Years and Key Stage 1 (0-6)**

* I only use the internet when an adult is with me.
* I only click on links and buttons online when I know what they do.
* I keep my personal information and passwords safe
* I only send messages online which are polite and friendly
* I know the Enterprise Learning Alliance can see what I am doing online.
* I know the use of personal mobile devices such as phones, gaming devices and tablets are not permitted on the school site.
* I always tell an adult/teacher/member of staff if something online makes me feel unhappy or worried
* I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com), [www.bbc.co.uk/cbeebies/online safety](http://www.bbc.co.uk/cbeebies/online), to learn more about keeping safe online
* I know that if I do not follow the rules:

**I will be stopped from using the internet.**

**A phone call home will be made to my parents/carers.**

**Enterprise Learning Alliance may following the online safety/ child protection policy have to report this to the police or other services.**

* I have read and talked about these rules with my parents/carers

**Learner Agreement**

I, with my parents/carers, have read and understood the Acceptable Enterprise Learning Alliance Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use Enterprise Learning Alliancesystems and devices, both on and offsite. .

2. I use my own equipment out of the Enterprise Learning Alliance, in a way that is related to me being a member of the Enterprise Learning Alliance community, including communicating with other members of the Enterprise Learning Alliance or accessing Enterprise Learning Alliance email, learning platform or website.

Child’s Name……………………………………………..

Parent/Carers Name……………………………………..

Parents Signature……………………………………………

Date…………………….

**Enterprise Learning Alliance KS2 (7-11) Appropriate Use Policy**

* I know that I will be able to use the internet in Enterprise Learning Alliance for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at Enterprise Learning Alliance.
* I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidently come across any of these I should report it to a teacher or adult in school/setting, or a parent or carer at home.
* I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
* I will protect myself by not telling anyone I meet online my address, my telephone number, my school/setting name or by sending a picture of myself without permission from a teacher or other adult.
* I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
* If I get unpleasant, rude or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
* I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
* I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
* I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone’s feelings online.
* I know the use of personal mobile devices such as phones, gaming devices and tablets are not permitted on the school site.
* I know that I am not allowed on personal email, social networking sites or instant messaging in Enterprise Learning Alliance.
* I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.
* I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com), [www.childline.org.uk](http://www.childline.org.uk), to learn more about keeping safe online
* I know that if I do not follow the rules:

**I will be stopped from using the internet.**

**A phone call home will be made to my parents/carers.**

**Enterprise Learning Alliance may following the online safety/ child protection policy have to report this to the police or other services.**

* I have read and talked about these rules with my parents/carers

**Learner Agreement**

I, with my parents/carers, have read and understood the Acceptable Enterprise Learning Alliance Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use Enterprise Learning Alliancesystems and devices, both on and offsite. .

2. I use my own equipment out of the Enterprise Learning Alliance, in a way that is related to me being a member of the Enterprise Learning Alliance community, including communicating with other members of the Enterprise Learning Alliance or accessing Enterprise Learning Alliance email, learning platform or website.

Child’s Name…………………………………

Signed …………………………………(if appropriate0

Date…………………….

Parent/Carers Name…………………………………

Parent/Carers Signature………………………………. Date…………………….

**Enterprise Learning Alliance Key Stage 3 (11-14) Appropriate Use Policy)**

* I know that Enterprise Learning Alliance computers, tablets, laptops and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I’m not sure if something is allowed, I will ask a member of staff
* I know that my use of Enterprise Learning Alliance computers and devices and internet access will be monitored
* I will keep my password safe and private as my privacy, Enterprise Learning Alliance work and safety must be protected
* I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
* I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present
* I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
* I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Enterprise Learning Alliance community
* I understand that it may be a criminal offence or breach of the Enterprise Learning Alliance policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
* I will protect my personal information online
* I will not access or change other people files, accounts or information
* I will only upload appropriate pictures or videos of others online and when I have permission.
* I know the use of personal mobile devices such as phones, gaming devices and tablets are not permitted on the school site, and if I bring any such items on site I will hand them in at reception where they will be locked away securely until the end of the day.
* I will respect other people’s information and copyright by giving a reference and asking permission before using images or text from online sources
* I will always check that any information I use online is reliable and accurate
* I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
* I will only change the settings on the computer if a teacher has allowed me to
* I know that use of the Enterprise Learning Alliance ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
* I understand that the Enterprise Learning Alliance internet filter is there to protect me, and I will not try to bypass it.
* I know that if the Enterprise Learning Alliance suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices .
* I know that if I do not follow the Enterprise Learning Alliance AUP then:

**I will be stopped from using the internet.**

**A phone call home will be made to my parents/carers.**

**Enterprise Learning Alliance may following the online safety/ child protection policy have to report this to the police or other services.**

* If I am aware of anyone trying to misuse technology, I will report it to a member of staff
* I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
* I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online
* I have read and talked about these rules with my parents/carers.

**Learner Agreement**

I, with my parents/carers, have read and understood the Acceptable Enterprise Learning Alliance Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use Enterprise Learning Alliancesystems and devices, both on and offsite. .

2. I use my own equipment out of the Enterprise Learning Alliance, in a way that is related to me being a member of the Enterprise Learning Alliance community, including communicating with other members of the Enterprise Learning Alliance or accessing Enterprise Learning Alliance email, learning platform or website.

Child’s Name…………………………………

Signed …………………………………(if appropriate0

Date…………………….

Parent/Carers Name…………………………………

Parent/Carers Signature……………………………….

 Date…………………….

**Enterprise Learning Alliance Key Stage 4 (14-16) Appropriate Use Policy.**

* I know that Enterprise Learning Alliance computers, tablets, laptops and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I’m not sure if something is allowed, I will ask a member of staff
* I know that my use of Enterprise Learning Alliance computers and devices and internet access will be monitored
* I will keep my password safe and private as my privacy, Enterprise Learning Alliance work and safety must be protected
* I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
* I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present
* I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
* I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Enterprise Learning Alliance community
* I understand that it may be a criminal offence or breach of the Enterprise Learning Alliance policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
* I will protect my personal information online
* I will not access or change other people files, accounts or information
* I will only upload appropriate pictures or videos of others online and when I have permission.
* I know the use of personal mobile devices such as phones, gaming devices and tablets are not permitted whilst on school site and if I bring any such items on site I will hand them in at reception where they will be locked away securely until the end of the day. If I go offsite at lunch time I will be allowed my devices back but understand that I must hand them straight back in when coming back onsite.
* Some subjects may require me to use my own mobile device e.g to access my personal email, phone numbers or access camera. When I am using my own mobile device I will follow the teachers rules of the lesson and hand my device straight back in when required.
* I will respect other people’s information and copyright by giving a reference and asking permission before using images or text from online sources
* I will always check that any information I use online is reliable and accurate
* I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
* I will only change the settings on the computer if a teacher has allowed me to
* I know that use of the Enterprise Learning Alliance ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
* I understand that the Enterprise Learning Alliance internet filter is there to protect me, and I will not try to bypass it.
* I know that if the Enterprise Learning Alliance suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices .
* I know that if I do not follow the Enterprise Learning Alliance AUP then:

**I will be stopped from using the internet.**

**A phone call home will be made to my parents/carers.**

**Enterprise Learning Alliance may following the online safety/ child protection policy have to report this to the police or other services.**

* If I am aware of anyone trying to misuse technology, I will report it to a member of staff
* I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
* I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online
* I have read and talked about these rules with my parents/carers.

**Learner Agreement**

I, with my parents/carers, have read and understood the Acceptable Enterprise Learning Alliance Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use Enterprise Learning Alliancesystems and devices, both on and offsite.
2. I use my own devices when allowed, including mobile phones, gaming devices, and cameras.
3. I use my own equipment out of the Enterprise Learning Alliance, in a way that is related to me being a member of the Enterprise Learning Alliance community, including communicating with other members of the Enterprise Learning Alliance or accessing Enterprise Learning Alliance email, learning platform or website.

Name………………………………………………. Signed……………………….

Class………………………… Date…………………….

Parent/Carers Name……………………………………………........

Parent/Carers Signature………………………….

Date…………….

**Learners with SEND functioning at Levels P4 –P7 -AUP**

* I ask a grown up if I want to use the computer
* I make good choices on the computer
* I use kind words on the internet
* If I see anything that I don’t like online, I tell a grown up
* I know that if I do not follow the school/setting rules then:

**I will be stopped from using the internet.**

**A phone call home will be made to my parents/carers.**

**Enterprise Learning Alliance may following the online safety/ child protection policy have to report this to the police or other services.**

**Learner Agreement**

I, with my parents/carers, have read and understood the Acceptable Enterprise Learning Alliance Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use Enterprise Learning Alliancesystems and devices, both on and offsite. .

2. I use my own equipment out of the Enterprise Learning Alliance, in a way that is related to me being a member of the Enterprise Learning Alliance community, including communicating with other members of the Enterprise Learning Alliance or accessing Enterprise Learning Alliance email, learning platform or website.

Child’s Name………………………………………… Parent/Carers Name………………………………

Signed ………..……………………(if appropriate) Signed……………………………………………

Date……………………. Date…………………….

**Learners with SEND functioning at Levels P7-L1** – **AUP**

**Safe**

* I ask a grown up if I want to use the computer
* On the internet I don’t tell strangers my name
* I know that if I do not follow the Enterprise Learning Alliance rules then:

**I will be stopped from using the internet.**

**A phone call home will be made to my parents/carers.**

**Enterprise Learning Alliance may following the online safety/ child protection policy have to report this to the police or other services.**

**Meeting**

* I tell a grown up if I want to talk on the internet

**Accepting**

* I don’t open emails from strangers

**Reliable**

* I make good choices on the computer

**Tell**

* I use kind words on the internet
* If I see anything that I don’t like online, I will tell a grown up.

**Learner Agreement**

I, with my parents/carers, have read and understood the Acceptable Enterprise Learning Alliance Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use Enterprise Learning Alliancesystems and devices, both on and offsite. .

2. I use my own equipment out of the Enterprise Learning Alliance, in a way that is related to me being a member of the Enterprise Learning Alliance community, including communicating with other members of the Enterprise Learning Alliance or accessing Enterprise Learning Alliance email, learning platform or website.

Child’s Name………………………………………… Parent/Carers Name………………………………

Signed ………..……………………(if appropriate) Signed……………………………………………

Date……………………. Date…………………….

**Learners with SEND functioning at Levels L2-4** - **AUP**

**Safe**

* I ask an adult if I want to use the internet
* I keep my information private on the internet
* I am careful if I share photos online
* I know that if I do not follow the Enterprise Learning Alliance rules then:

**I will be stopped from using the internet.**

**A phone call home will be made to my parents/carers.**

**Enterprise Learning Alliance may following the online safety/ child protection policy have to report this to the police or other services.**

**Meeting**

* I tell an adult if I want to talk to people on the internet
* If I meet someone online, I talk to an adult

**Accepting**

* I don’t open messages from strangers
* I check web links to make sure they are safe

**Reliable**

* I make good choices on the internet
* I check the information I see online

**Tell**

* I use kind words on the internet
* If someone is mean online then I don’t reply, I save the message and show an adult
* If I see anything online that I don’t like, I will tell a teacher.

**Learner Agreement**

I, with my parents/carers, have read and understood the Acceptable Enterprise Learning Alliance Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use Enterprise Learning Alliancesystems and devices, both on and offsite. .

2. I use my own equipment out of the Enterprise Learning Alliance, in a way that is related to me being a member of the Enterprise Learning Alliance community, including communicating with other members of the Enterprise Learning Alliance or accessing Enterprise Learning Alliance email, learning platform or website.

Child’s Name………………………………………… Parent/Carers Name………………………………

Signed ………..……………………(if appropriate) Signed……………………………………………

Date……………………. Date…………………….

**Parent/Carer AUP Acknowledgement**

**Enterprise Learning Alliance Learner Acceptable Use of Technology Policy Acknowledgment**

1. I, with my child, have read and discussed Enterprise Learning Alliance learner acceptable use of technology policy (AUP). I understand that the aim of the AUP is to help keep my child safe online and applies to the use of the internet and other related devices and services, inside and outside of the Enterprise Learning Alliance.
2. I am aware that any internet and IT use using Enterprise Learning Alliance’s equipment may be monitored for safety and security reason to safeguard both my child and Enterprise Learning Alliance systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
3. I understand that the Enterprise Learning Alliance will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that the Enterprise Learning Alliance cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
4. I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Enterprise Learning Alliance community.
5. I understand that the Enterprise Learning Alliance will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child’s safety.
6. I will inform the Enterprise Learning Alliance or other relevant organisations if I have concerns over my child’s or other members of the communities’ Enterprise Learning Alliance safety online.
7. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of Enterprise Learning Alliance.
8. I will support the Enterprise Learning Alliance online safety approaches and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child’s Name……………………………….

Class………………………… Date…………………….

Parents Name……………………………………………....................................

Parents Signature………………………………………………………………... Date…………….