



What is an AUP?

We ask all children, young people and adults involved in the life of Millfields Community School 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 such as 'Google Classroom' and social media** (both when on school site and outside of school).

Your child/ren will also sign an AUP at Millfields Community 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 child/ren how to behave online, and that they should not behave any differently when they are not in school or using their own device at home or on 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.”

Where can I find out more?

You can read Millfield's full Online Safety Policy on the school www.millfields.hackney.sch.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 email your comments to info@millfields.hackney.sch.uk



What am I agreeing to?

1. I understand that Millfields Community School 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. School policies and agreements are in place to keep your children safe including web filters, firewalls and specific policies. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies that may occasionally bypass security systems.
3. I understand that internet and devices used 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 safeguarding protocols 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 procedures, 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.
7. I understand that the school sometimes uses images/video of my child for internal communications and attainment purposes such as assemblies and on the website. I will already have signed the consent form for this on my child's admission to the school.
8. I understand that for my child to be safe 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).
9. 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.



for PARENTS

Acceptable Use Policy (AUP)

10. 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](#):
11. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which they have signed, and which can be seen obtained from our [website](#): I understand that they will be subject to sanctions if they do not follow these rules.
12. I can find out more about online safety at Millfields by reading the full Online Safety Policy [here](#) and can talk to their class teacher or senior leaders at the 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.

~~~~~

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

**Signature/s:**

\_\_\_\_\_

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

\_\_\_\_\_

**Parent / guardian of:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

Please note that parents may also be interested in the school's approach to the following matters, which are all covered as sections within the overall school Online Safety Policy: Roles and responsibilities of members of the school community

- Education and curriculum
- Handling online-safety concerns and incidents
- Actions where there are concerns about a child
  - Sexting and upskirting
  - Bullying
  - Sexual violence and harassment
  - Misuse of school technology (devices, systems, networks or platforms)
  - Social media incidents
- Data protection and data security
- Appropriate filtering and monitoring
- Electronic communications
- Email
- School website
- Cloud platforms
- Digital images and video
- Social media



for  
**PARENTS**

# Acceptable Use Policy (AUP)

- Device usage