

Leigh Academy Hartley

Acceptable Use Policy

September 2025 - 26

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Learner Acceptable Use of Technology

Early Years and Key Stage 1 (0-6)

What We Expect:



- ☐ **Respect the iPad:** Treat the iPad gently. Carry it carefully, and use it with clean hands.



- ☐ **Use the iPad for Learning:** Only use the iPad when it's for schoolwork or when your teacher has said it's okay.



- ☐ **Apps and no Games:** Play educational games and use apps that help you learn with the teachers permission.



- ☐ **Keep it Safe:** Keep your iPad on the desk or in a safe place when not in use. Don't leave it on the floor or in dangerous places.



- ☐ **Share with Others:** Be kind and share the iPad with your classmates when asked.



- ☐ **Privacy:** Don't take photos or videos of other children or staff without permission.



- ☐ **No Personal Information:** Never type or share your personal information (like your name, age, or where you live) unless your teacher says it's okay.



- ☐ **Behaviour:** I know that if I do not follow the academy rules then:

- ☐ My access to technology could be taken away
- ☐ I may receive a consequence in line with the academy's behaviour policy/code of conduct

Signature of Child: _____

Signature of Parent/Carer: _____

Learner Acceptable Use of Technology

Key Stage 2(7-11)

What We Expect:

- ☐ **Responsible Use:** Only use the Chromebook and my accounts for schoolwork or learning activities. If you want to use it for something else, ask your teacher first. I will only use my login and I will not share this information with other pupils. I understand that the academy internet filter is there to protect me, and I will not try to bypass it.
- ☐ **Respecting Others:** Do not access, share, or upload pictures, videos, or messages that might upset or hurt other people.
- ☐ **Stay Safe Online:** Never share your passwords, your personal information (like your full name, age, or address), or anyone else's information without permission. Only communicate with people you know.
- ☐ **Use with Care:** Always handle the Chromebook carefully. Don't leave it on the floor or in a place where it might get broken.
- ☐ **AI:** I will not use artificial intelligence (AI) tools unless my teacher has given me permission to do so.
- ☐ **Keep It Clean:** Keep the Chromebook free from food or drink. Clean the screen and keyboard with a soft cloth when necessary.
- ☐ **No Changing Settings:** Don't change any settings or install apps without permission from your teacher.
- ☐ **Respect Copyright:** Don't copy someone else's work without giving them credit. Always use resources responsibly and respect copyright laws.
- ☐ **Behaviour:** I know that if I do not follow the academy rules then:
 - ☐ My access to technology could be taken away
 - ☐ I may receive a consequence in line with the academy's behaviour policy/code of conduct

Signature of Child: _____

Signature of Parent/Carer: _____

Policy for Parents

Dear Parents and Carers,

Leigh Academy Hartley is committed to using technology responsibly to support and enhance the learning experience for your child. By signing this agreement, you are acknowledging your support for the safe and responsible use of technology at school.

As a Parent or Carer, We Ask You To:

- **Support Safe Use:** Ensure your child understands and follows the Acceptable Use Policies for both iPads (Early Years/KS1) and Chromebooks (KS2).
- **Monitor Online Activity:** Help your child understand the importance of keeping their personal information private online and encourage them to speak with you if they come across anything that worries them.
- **Encourage Positive Use:** Discuss with your child the positive ways to use technology for learning, including not spending too much time on games or entertainment apps that are not educational.
- **Report Concerns:** Let the school office know if you are concerned about anything your child experiences online, whether it's through their devices or on the internet.
- **Accept School Guidelines:** You acknowledge that, as part of our efforts to ensure a safe and positive environment for all students, the school may monitor and manage the use of school-provided devices. We use safeguarding tools such as Smoothwall to help monitor online activity, including keystrokes and search terms, to protect children and promote safe online behaviour.
- **Reinforce the Rules:** Remind your child that the devices are school property and are to be used in accordance with the school's rules and guidelines.
- I can visit www.thinkuknow.co.uk and <https://nationalonlinesafety.com> to learn more about keeping safe online.
- **By signing this agreement, you are helping us create a safe and supportive learning environment for all students.**

Signature of Parent/Carer: _____

Date: _____

Learner Acceptable Use of Technology

Learners with Special Educational Needs and Disabilities (SEND)

Learners with SEND functioning at Levels P4 –P7

- 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 do not like online, I tell a grown up
- I know that if I do not follow the academy rules then:
 - My access to technology could be taken away
 - I may receive a consequence in line with the academy's behaviour policy/code of conduct

Learners with SEND functioning at Levels P7-L1

(Based on Childnet's SMART Rules: www.childnet.com)

Safe

- I ask a grown up if I want to use the computer
- I do not tell strangers my name on the internet
- I know that if I do not follow the academy rules then:
 - My access to technology could be taken away
 - I may receive a consequence in line with the academy's behaviour policy/code of conduct

Meeting

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

Accepting

- I do not open messages or 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 do not like online, I will tell a grown-up

Learners with SEND functioning at Levels L2-4 (Based on Childnet's SMART Rules: www.childnet.com)

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 academy rules then:
 - My access to technology could be taken away
 - I may receive a consequence in line with the academy's behaviour policy/code of conduct

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 do not 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 will not reply. I will save the message/show adult
- If I see anything online that I do not like, I will tell a teacher or member of staff

Remote Learning (All children)

I understand that:

- These expectations are in place to help keep me safe when I am learning at home using **Class DoJo, TTRS, Ed Shed and Google workspace**.
 - I should read and talk about these rules with my parents/carers.
 - Video calls will only take place using **Google Meet** and during usual **academy** times.
 - My use of my Google account is monitored to help keep me safe and I understand a Google Meet call may be recorded.
 - I will not appear in any Google Meet recordings shared with other students.
2. Only members of Leigh Academies Trust can access Google Meet.
- I will only use my **academy** provided email accounts to access remote learning.
 - I will not share my login/password with others
 - I will not share any access links to Google Meet or Google Classroom with others.
3. When taking part in remote learning I will behave as I would in the classroom.
This includes:
- Following the academy behaviour expectations
 - Using appropriate language.
 - Not taking or recording images/content without agreement from the teacher and/or those featured.
4. When taking part in live sessions I will: Mute my video and microphone if requested.
- Wear appropriate clothing and be in a suitable location.
 - Use appropriate alternative backgrounds if necessary.
 - Attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
5. If I am concerned about anything that takes place during remote learning, I will speak with my teacher or tell a parent/carers.
6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously and will be dealt with using my academy's disciplinary procedure.

Child's Name..... Child's Signature (if appropriate)

Class..... Date.....

Parent's Name.....

Parent's Signature..... Date.....

Remote Learning (Parents and Carers)

Leigh Academy Hartley (LAH Learner Acceptable Use of Technology Policy)

1. I, with my child, have read and discussed LAH learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child's use of academy devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.
3. I am aware that any use of academy devices and systems may be monitored for safety and security reasons to keep my child safe and to ensure policy compliance (Smoothwall). This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
4. I am aware that the academy mobile technology policy states that my child cannot use personal mobile phone technology on site and won't connect to the academy WiFi.
5. I understand that my child needs a safe and appropriate place to access remote learning if the academy is closed for any reason. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.
6. I understand that the academy will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use academy devices and systems. I understand that the academy cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.
7. 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 academy community.
8. I understand that the academy will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
9. I will inform the academy or other relevant organisations if I have concerns over my child's or other members of the academy communities' safety online.
10. 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 academy.
11. I will support the academy online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
12. If equipment is misused or broken you may be required to provide funds for a replacement device.

Child's Name..... Child's Signature (if appropriate)

Class..... Date.....

Parent's Name.....

Remote Learning (Staff)

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of Leigh Academy Hartley community when taking part in remote learning.

Leadership Oversight and Approval

1. Remote learning will only take place using approved Trust digital platforms.
2. Staff will only use academy managed or specific, approved professional accounts with learners or parents/carers.
3. Staff will use work provided equipment e.g. an academy laptop, tablet, or other mobile device. Where this is not possible, alternative devices must be agreed by IT Services.
4. Online remote contact with learners or parents/carers will not take place outside of the operating times as defined by SLT:
 - a. 0800 - 1730 working days.
5. All remote lessons will be formally timetabled; a member of SLT is able to drop in at any time.
6. Live streamed remote learning sessions will only be held with approval and agreement from the Principal/a member of SLT.

Data Protection and Security

1. Remote learning delivered on Google Meet should not be recorded if students or other members of staff are in the recording (this is when they speak) unless there is an immediate safeguarding concern. Any recording should then be shared with the DSL and the normal safeguarding procedures followed.
2. Any recording must be edited for GDPR reasons before sharing with students.
3. Recordings should be deleted after 30 days or moved to a Google Shared Drive.

Session Management

1. Individuals from outside the academy should not be admitted to a call unless agreed in advance with SLT.
2. Do not admit any requests to join the call from anyone who has a Trust email account. They should be able to join automatically.
3. Video calls should only take place and should follow these guidelines:
 - The teacher must be in an appropriate setting without distraction
 - If not in an academy, the teacher must have a plain background or use an appropriate Google Meet background.
 - The teacher should be dressed as they would be in school.
 - When finishing a Meet call, the Teacher should always “End meeting for all”
 - Use the Host controls in Google Meet as appropriate.
4. Where live 1 to 1 sessions take place with students either a parent/carer or a second member of Academy staff must be present.

5. Google Meet calls should use the Meet links in Google Classroom. Where this is not possible then a call should be set up at meet.google.com and shared via email.
 - Call links must not be made public
 - Google Classroom Meet links should be reset if they become compromised.
 - Learners or parents/carers should not forward or share access links.
 - Learners are encouraged to attend lessons in an appropriate location where they are able to concentrate and with minimal disruption

Behaviour Expectations

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing **academy** policies and expectations. This includes:
 - Appropriate language will be used by all attendees.
 - Appropriate dress and grooming.
 - Any background should be neutral and not include any personal information e.g family photos
 - Staff will not take or record images for their own personal use.
3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
4. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

1. Participants are encouraged to report concerns during remote or live streamed sessions:
 - If a child is reporting, this should be to the staff member or parent/carer (who should then report this to the school immediately).
 - If a school staff member is reporting, this should be directed to the class teacher and a member of SLT immediately.
2. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the Principal or a member of SLT. A call will then be made to the parent/carer for information.
3. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
4. Sanctions for deliberate misuse may include:
 - My access to technology could be withdrawn.
 - The breach will be dealt with in accordance with the disciplinary procedures of LAH.
5. Any safeguarding concerns will be reported to Mrs Hayes, Designated Safeguarding Lead, in line with our child protection policy.

Child's Name..... Child's Signature (if appropriate)

Class..... Date.....

Parent's Name.....