



St Margaret's CE VA Primary School: Acceptable Use Policy for Parents

1. Introduction

This Acceptable Use Policy (AUP) outlines the guidelines and expectations for parents and carers regarding the use of school-provided or school-related technology, online resources, and communication systems. This policy aims to ensure a safe, responsible, and respectful digital environment for all members of the St Margaret's CE VA Primary School community, reflecting our Christian values of respect, thankfulness, forgiveness, perseverance, responsibility, and truthfulness. This policy aligns with our school vision: Learn to love, love to learn, strive to serve.

2. Purpose

The purpose of this policy is to:

- Promote the safe and responsible use of technology and online resources.
- Protect pupils, staff, and the school's reputation from potential harm arising from inappropriate online behaviour.
- Ensure compliance with relevant legislation, including the Education Act 2002, the Children Act 1989, the Data Protection Act 2018 (incorporating GDPR), the Prevent Duty Guidance, and Keeping Children Safe in Education.
- Foster a positive and respectful online community that reflects the school's Christian values.
- Provide clarity on acceptable and unacceptable online behaviours.
- Support the school's safeguarding procedures.

3. Scope

This policy applies to all parents and carers of pupils attending St Margaret's CE VA Primary School when using:

- School-provided technology (e.g., laptops, tablets, internet access during school events).
- School-related online platforms (e.g., ParentPay, school website, Microsoft Teams, Class Dojo, email communication with staff).
- Personal devices when used for school-related purposes (e.g., accessing school resources, communicating with staff or other parents about school matters).
- Social media or online forums when discussing school-related matters or interacting with members of the school community.

4. Roles and Responsibilities



Parents/Carers:

- Reading, understanding, and adhering to this policy.
- Supervising their child's online activity and promoting responsible technology use at home.
- Communicating respectfully and appropriately with school staff and other parents online.
- Reporting any concerns about online safety or inappropriate online behaviour to the school.
- Ensuring the privacy and security of their own and their child's online accounts.
- Supporting the school in promoting a positive online environment.

School Staff:

- Implementing and enforcing this policy.
- Providing guidance and support to parents on online safety and responsible technology use.
- Monitoring online communication channels for inappropriate behaviour.
- Reporting any concerns about online safety or inappropriate online behaviour to the Designated Safeguarding Lead (DSL).
- Ensuring that all online communication with parents is professional and respectful.

Headteacher:

- Overall responsibility for the implementation and review of this policy.
- Ensuring that staff are trained in online safety and responsible technology use.
- Overseeing the investigation of any breaches of this policy.

Designated Safeguarding Lead (DSL):

- Responsible for addressing any safeguarding concerns arising from online activity.
- Liaising with external agencies as necessary.

Governing Body:

- Overseeing the implementation and effectiveness of this policy.
- Ensuring that the school has adequate resources to support online safety.

5. Acceptable Use Guidelines

Parents and carers are expected to:

- **Communicate Respectfully:** All online communication with school staff, other parents, and pupils should be respectful, courteous, and professional. Avoid using offensive language, personal attacks, or discriminatory remarks.
- **Protect Privacy:** Respect the privacy of others by not sharing personal information (e.g., addresses, phone numbers, photos) without their consent.



- **Use Appropriate Language:** Refrain from using inappropriate language, including swearing, hate speech, or sexually suggestive content.
- **Respect Copyright:** Do not copy or distribute copyrighted materials without permission.
- **Avoid Cyberbullying:** Do not engage in any form of cyberbullying, harassment, or intimidation. This includes sending threatening or abusive messages, spreading rumours, or posting embarrassing content online.
- **Use Social Media Responsibly:** When discussing school-related matters on social media, be mindful of the school's reputation and avoid posting anything that could be considered defamatory or offensive.
- **Report Concerns:** Report any concerns about online safety or inappropriate online behaviour to the school immediately.
- **Use School Resources Appropriately:** If using school-provided technology or internet access, use it only for school-related purposes and in accordance with school policies.
- **Maintain Account Security:** Protect the security of your online accounts by using strong passwords and keeping them confidential.
- **Be Truthful:** Ensure that all information shared online is accurate and truthful.
- **Adhere to Platform Guidelines:** Abide by the terms of service and community guidelines of any online platforms used for school-related communication (e.g., ParentPay, Google Classroom, Class Dojo).
- **Consider the Impact:** Think carefully about the potential impact of your online actions on others and the school's reputation.
- **Respect School Values:** Uphold the school's Christian values of respect, thankfulness, forgiveness, perseverance, responsibility, and truthfulness in all online interactions.

6. Unacceptable Use

The following activities are considered unacceptable and may result in disciplinary action:

- Cyberbullying, harassment, or intimidation of pupils, staff, or other parents.
- Posting offensive, discriminatory, or defamatory content online.
- Sharing personal information without consent.
- Using inappropriate language or engaging in personal attacks.
- Violating copyright laws.
- Accessing or distributing illegal or harmful content.
- Compromising the security of school systems or data.
- Misrepresenting the school online.
- Disclosing confidential information about pupils or staff.
- Using school-provided technology for personal gain or illegal activities.
- Any activity that violates the school's policies or the law.
- Using online platforms to undermine the school's values or ethos.



- Sharing images or videos of pupils or staff without their explicit consent (or, in the case of pupils, the consent of their parents/carers).

7. Monitoring and Enforcement

- The school will monitor online communication channels for inappropriate behaviour.
- Any suspected breaches of this policy will be investigated.
- Disciplinary action may be taken against parents who violate this policy, including:
 - Verbal warning
 - Written warning
 - Restriction of access to school online resources
 - Exclusion from school events
 - Reporting to relevant authorities (e.g., police, social services)
- The school reserves the right to remove any content that violates this policy.
- The school will work with parents to address any concerns about online safety or inappropriate online behaviour.

8. Safeguarding

- The school is committed to safeguarding pupils and protecting them from harm.
- Any concerns about online safety or child protection will be reported to the Designated Safeguarding Lead (DSL).
- The school will follow its safeguarding policy and procedures in all cases of suspected abuse or neglect.
- Parents are encouraged to report any concerns about online safety to the school or to relevant authorities (e.g., the police, the NSPCC).
- The school will provide parents with information and resources on online safety and child protection.

9. Data Protection

- The school will comply with the Data Protection Act 2018 (incorporating GDPR) in all its online activities.
- Personal data will be collected, used, and stored securely.
- Parents have the right to access their personal data and to request that it be corrected or deleted.
- The school will not share personal data with third parties without consent, unless required by law.

10. Review

This policy will be reviewed annually or more frequently if necessary to ensure that it remains relevant and effective. The review will involve consultation with staff, parents, and pupils.



11. Contact Information

If you have any questions or concerns about this policy, please contact the school office.

12. Policy Approval

This policy was approved by the Governing Body of St Margaret's CE VA Primary School on _____.

Signed:

(Headteacher)

(Chair of Governors)