September 2020

<u>Acceptable Use Policy</u>

Dear parent/carer,

Please find over the page the Acceptable Use Policy for Astrea Academy Sheffield, which sets out our expectations of all pupils engaging in online learning where this is provided by the school. I hope you will find this a useful reference for discussion with your child and a reassurance of how will seek to maintain a safe and orderly online environment, whilst continuing to deliver an engaging curriculum.

I would be grateful if you would return the attached with a signature to indicate your understanding of the Policy, **however, please be aware that we are automatically applying the policy to all pupils alongside the behaviour policy.** We will notify parents of any changes to this policy from time to time.

If you have any questions about this policy, please contact the school by emailing info@astreasheffield.org

Yours sincerely,

Emma Glover | **Head of Academy**

Parents

⭐ I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils 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.

⭐ 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.

⭐ 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.

Pupils

⭐ If I see, watch, read, hear or receive anything I am unhappy with online or I receive a message from anyone online that makes me feel uncomfortable, e.g. bullying, sexual, extremist / hateful content, I will not respond to it but I will talk to a trusted adult about it.

⭐ I know who my trusted adults in school and at home are - if I am unsure, and have a concern or a worry, I can contact the Safeguarding Lead (Miss Yates) at my school on Safeguarding@astreasheffield.org, or I can access support through Childline, The Mix, or The Samaritans.

⭐ When accessing online lessons, I will follow the rules set out by the teacher which include: How and when to ask a question and how and when to use the video camera.

⭐ I will not record any live learning sessions. All sessions delivered through TEAMS will be recorded by the teacher in order to share with pupils who were unable to attend the session and to document the session content.

⭐ The questions I ask within lessons, or information I upload, will always be polite and sensible. I understand that all communication I send reflect on me and the school.

⭐ Whilst participating in live lessons, I will behave in accordance with the school policy, remembering to be polite, sensible and appropriate. I am aware that failing to do so may result in not being able to participate in live sessions in the future.

Pupil Name	
Tutor Group	
Parents: I understand and support the commitments made by my child in the full Acceptable Use Policy (AUP) which s/he has signed, and which can be seen here, and I understand that s/he will be subject to sanctions if s/he does not follow these rules.	
Parent Signature	
I have read and understood and agree to comply with the Acceptable Use of Distance Learning as outlined in the statements above.	
Pupil Signature	