



TONBRIDGE GRAMMAR SCHOOL ACCEPTABLE USE POLICY (PARENTS & CARERS)

Background

The use of technology is an essential part of all of our lives. At Tonbridge Grammar School we take our responsibilities for supporting your child to develop skills in using technology very seriously, and their safety and wellbeing are our utmost priority to us.

We ask all children, young people and adults involved in the life of Tonbridge Grammar School to read and sign an Acceptable Use Policy (AUP) to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Your child has also signed an AUP which is available on the school website.

We tell your children that **they should not behave any differently when they are out of school or using their own device or on a home network.** What we tell students about behaviour and respect applies to all members of the school community, whether they are at home or school. We seek the support of parents and carers to reinforce this message and help children to behave in a safe way when online:

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.

Is it kind, is it necessary, is it helpful?

Where can I find out more?

You can read the School's full [Online Safety Policy](#) for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding and Child Protection Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please contact the School Office.

What am I agreeing to?

1. I understand that the 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 students safe and to prevent students from accessing inappropriate materials, including through behaviour policies and agreements, physical and technical monitoring, education and support and web filtering.
3. School network protections will be superior to most home filtering. However, please note that accessing the internet always involves an element of risk and the School cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies. Schools are asked not to overblock or provide an experience which is so locked down as to block educational content or not train students for life in an online world.
4. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school is subject to filtering and monitoring.
5. I understand and will help my child to use any devices at home in the same manner as when in school, including during any remote learning periods.
6. I will support my child to follow the school's policy regarding bringing devices to school.
7. I understand that my child might be contacted online on Microsoft Teams, Office 365 or Toddle by staff about their learning, wellbeing, behaviour or co-curricular activities. If they are contacted by

someone else or staff ask them to use a different app to chat, they will tell another teacher, form tutor, student support coordinator or other trusted adult.

8. 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, trustees, contractors, students or other parents/carers.
9. Parents are kindly asked not to call students on their mobile phones during the school day; urgent messages can be passed via the School Office.
10. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from students when using social media. I will support the School's social media policy and not encourage my child to join any platform where they are below the minimum age (for nearly every social media platform, this means under 13).
11. When I visit the school premises, I will keep any online technology in my pocket wherever possible.
12. I will follow the School's [Use of Images of Students Policy](#), 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 (see [nofilming.lgfl.net](#) for more information). The School sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.
13. I will not covertly film or make recordings of any interactions with pupils or adults in schools. If I wish to make any recording, I will speak to the activity or event organiser.
14. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety and refer to [parentsafe.lgfl.net](#) for advice and support on safe settings, parental controls, apps and games, talking to them about life online, screentime and relevant topics from bullying to accessing pornography, extremism and gangs, sharing inappropriate content etc...
15. I understand that my child needs a safe and appropriate place to do home learning, whether for homework or during times of school closure. When on any video calls with school, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so.
16. If my child has online tuition, I will refer to the [Online Tutors – Keeping children Safe](#) poster and undertake necessary checks where I have arranged this privately, ensuring they are registered, safe and reliable, and for any tuition I will remain in the room where possible, ensuring my child knows that tutors should not arrange new sessions or online chats directly with them.
17. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet and to various devices, operating systems, consoles, apps and games. Find out more at [parentsafe.lgfl.net](#)
18. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my child, and refer to the principles of the Digital 5 A Day: [childrenscommissioner.gov.uk/our-work/digital/5-a-day/](#)
19. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and which can be seen on the [school website](#), and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
20. I can find out more about online safety at Tonbridge Grammar School by reading the full Online Safety Policy on the [school website](#) and can talk to a member of the student wellbeing team by contacting the School Office 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.

Please click here to sign up