



Online Safety, Social Media Policy, & Acceptable Use Agreements

This document consists of:

1. Online Safety Policy - p.1
2. Social Media Policy - p.12
3. Acceptable Use Agreement (Students/Children) - p.21
4. Acceptable Use Agreement (Parents/guardians) - p.26
5. Acceptable Use Agreement (Staff) - p.28

1.ONLINE SAFETY POLICY

Development/Monitoring/Review of this Policy

This online safety policy has been developed by the director of Seren Kids (Hannah Clifford) being guided by the following:

- Local Educational Online policies
- Government Legislation and guidance
- NSPCC Online Safety resources and training
- UK Safer Internet Centre

Schedule for Development/Monitoring/Review

This online safety policy was created	<i>14/05/2022</i>
The implementation of this online safety policy will be monitored by the:	<i>All Staff members</i> <i>Camp Leaders</i> <i>Director</i>

Monitoring will take place at regular intervals:	<i>Annually</i>
The online safety policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	<i>14/05/2023</i>
Should serious online safety incidents take place that cannot be reported to Online Safety Lead, DSL, DDSL, or the Director of Seren Kids for whatever reason, the following external persons/agencies should be informed where applicable:	<p><i>Seren Kids/Director may refer onwards to School DSL (where applicable/for after school clubs)</i></p> <p><i>LADO</i></p> <p><i>Police</i></p> <p><i>Prevent Officer</i></p>

Seren Kids will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)/filtering
- Internal monitoring data for network activity
- Surveys/questionnaires of
 - o students/pupils
 - o parents/carers
 - Staff
 - Update Training
 - NSPCC and relevant organisation updated guidance

Online Safety Lead = Hannah Clifford

Email: hannah@serenkids.com

Scope of the Policy

This policy applies to all members of the Seren Kids community (including staff, children, volunteers, parents/carers, visitors, community users) who have access to and are users of our digital technology systems and devices.

We will deal with any breach of this policy or incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place in or out of our setting that has been brought to our attention.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within Seren Kids:

Director

The Director is responsible for the approval of the online safety policy and for reviewing the effectiveness of the policy. This will be carried out by the director receiving regular information about online safety incidents and monitoring reports.

The Director is responsible for ensuring that the Online Safety Lead and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.

The Director will ensure that there is a system in place to allow for monitoring and support of those at Seren Kids who carry out the internal online safety monitoring role. This is to provide a safety net and also support those colleagues who take on important monitoring roles.

Camp or Club Leader/Manager

- The camp manager has a duty of care for ensuring the safety (including online safety) of members of the children who attend a camp at Seren Kids, though the day to day responsibility for online safety will be delegated to the *Online Safety Lead*.
- The Camp Leader should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. (see flow chart on dealing with online safety incidents – included in a later section – “Responding to incidents of misuse” and relevant *Local Authority/MAT/other relevant body* disciplinary procedures).

Online Safety Lead (Also DSL)

- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the online safety policies/documents

- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority/MAT/relevant body
- liaises with technical staff/ third party Technical support
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments, (Examples of suitable log sheets may be found later in this document).
- meets regularly with other members of staff if applicable to discuss current issues, review incident logs and filtering/change control logs
- reports regularly to Senior Leadership Team (where applicable)

Should be trained in online safety issues and be aware of the potential for serious child protection/safeguarding issues to arise from:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate on-line contact with adults/strangers
- potential or actual incidents of grooming
- online-bullying

(N.B. it is important to emphasise that these are safeguarding issues, not technical issues, simply that the technology provides additional means for safeguarding issues to develop. Some schools may choose to combine the roles of Designated Safeguarding Lead and Online Safety Lead).

The online safety lead is also responsible for ensuring:

- that Seren Kids's technical infrastructure is secure and is not open to misuse or malicious attack
- that the Seren Kids meets required online safety technical requirements and any Local Authority/MAT/other relevant body online safety policy/guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant

- that the use of the networks/internet/digital technologies is regularly monitored in order that any misuse/attempted misuse can be reported accordingly
- that monitoring software/systems are implemented and updated as agreed in Seren Kids policies

All Staff:

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current Seren Kids online safety policy and practices
- they have read, understood and signed this and all other policies related.
- they report any suspected misuse or problem to the Online Safety Lead/DSL for investigation/action/sanction
- all digital communications with children/pupils/parents/carers should be on a professional level and only carried out using Seren Kids systems and emails
- online safety issues are embedded in all aspects of learning and other activities
- children understand and follow the Online Safety Policy and acceptable use policies
- children have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras, etc. in lessons/sessions and other Seren Kids activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned students/pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Children (attending Seren Kids Services):

- are responsible for using Seren Kids digital technology systems in accordance with the parent/child online use agreement at the bottom of this policy (to be read and signed by both parent and child)
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so

- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images and on online-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of the setting and realise that any unacceptable behaviour outside of the setting brought to our attention shall be reported to a parent, school, and/or held sanctioned accordingly within our own online safety and behaviour policies.

Parents/carers:

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Seren Kids will take every opportunity to help parents understand these issues through resources sent home, newsletters, letters, websites, social media and information about national/local online safety campaigns/literature. Parents and carers will be encouraged to support Seren Kids in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at seren kidsl events
- access to parents' sections of the website/Learning Platform and on-line children's records
- their children's personal devices in the setting/Seren Kids (where this is allowed)

Policy Statements

Education – Children

Whilst regulation and technical solutions are very important, their use must be balanced by educating children to take a responsible approach. The education of children in online safety/digital literacy is therefore an essential part of the Seren Kids's online safety provision. Children and young people need the help and support of Seren Kids to recognise and avoid online safety risks and build their resilience so that they are prepared for the digital world ahead of them.

In planning our online safety curriculum we are guided by:

- [DfE Teaching Online Safety in Schools](#)
- The National Curriculum
 - NSPCC online safety training and resources

Online safety is a focus and is embedded into all digital skills and media sessions we provide, and staff reinforce online safety messages across the learning. The material will be regularly reviewed and updated inline with technological developments.

- Children will be taught key online safety messages
- Children will be taught to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.
- Children will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Children will be helped to understand the need for the student/pupil acceptable use agreement and encouraged to adopt safe and responsible use both within and outside our setting.
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices
- in sessions where internet use is pre-planned, it is best practice that children should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where children are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- Children will be taught how to report anything concerning that they may come across online in their life, and a culture of open dialogue will be fostered at Seren Kids to encourage children to always seek help when needed.
 - Children are also taught about relevant laws applicable to using the internet; such as data protection and intellectual property. They are taught about respecting other people's information and images through discussion and session activities.

Education – Parents/carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring/regulation of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

Seren Kids will therefore seek to provide information and awareness to parents and carers through:

- Resources and signposting to third party organisations
- Letters, newsletters, website,
- Open door policy and communication
- High profile events/campaigns e.g. Safer Internet Day
- Social Media

Education & Training – Staff/Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand Seren Kids online safety policy and acceptable use agreements.
- The Online Safety Lead (or other nominated person) will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
- This online safety policy and its updates will be presented to and discussed by staff in staff/team meetings/training sessions.

Technical – infrastructure/equipment, filtering and monitoring

Seren Kids will be responsible for ensuring that our infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented.

- There will be regular reviews and audits of the safety and security of our technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to our technical systems and devices.
- At present children will be using a central logon account with a closed designated shared drive for their particular group in their particular school/club/camp for accessing their resources and materials, this is due to all activities being done in groups and no individual work will take place. Peers will be responsible for monitoring each other and reporting, but also staff members will vigilantly monitor children's use of devices and systems.
 - All of our systems have security measures such as 2FA or backup accounts to prevent unauthorised access of our systems.
- The online safety lead is responsible for ensuring that software licence logs are accurate and up to date
- Internet access is filtered for all users. Parental controls and safety measures are on all devices to prevent unauthorised downloads. This will also prevent children from accessing inappropriate content.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices, etc. from accidental or malicious attempts which might threaten the security of our systems and data. Our infrastructure and individual devices are protected by up to date virus software.
- Staff are not allowed to install personal softwares/emails/content onto general Seren Kids Devices unless they have been allocated their own permanent device. But their personal softwares/emails/content must be completely wiped from the device before returning. Staff need to be aware that their work devices are monitored. Staff will also have to ensure that children and no other member of staff has access to their individual device and that they keep it protected with a password. When not using the device they should ensure that it is locked.

Mobile Technologies (including BYOD/BYOT)

Mobile technology devices may be Seren Kids owned/provided or personally owned and might include: smartphone, tablet, notebook/laptop or other technology that usually has the capability of utilising the services wireless network. The device then has access to the wider internet which may include the setting's learning platform and other cloud based services such as email and data storage.

All users should understand that the primary purpose of the use mobile/personal devices in our service context is educational. Any mobile technology use is to be compliant with this entire policy, and the behaviour, safeguarding and digital images policy.

- **The Seren Kids acceptable use agreements (at the end of this policy) for staff, pupils/students and parents/carers will give further consideration to the use of mobile technologies.**
- **Seren Kids allows (Still subject to this policy, behaviour policy, acceptable use agreement, digital images policy and safeguarding):**

	School Devices			Personal Devices		
	School owned for single user	School owned for multiple users	Authorised device ^[1]	Student owned	Staff owned	Visitor owned
Allowed in our setting	Yes	Yes	Yes	Yes but must be kept in their bag switched off at all times. Seren Kids cannot take	Yes (but subject to acceptable use, online safety, digital images, staff conduc	Yes Yes but must be kept in their bag switched off at all times. Seren Kids cannot

				responsibility for any theft or damage to a device brought to our setting.	t and safeguarding policies).YT Seren Kids cannot take responsibility for any theft or damage to a device brought to our setting	take responsibility for any theft or damage to a device brought to our setting
--	--	--	--	--	---	--

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students/pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and students/pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for online-bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The setting will inform and educate users about these risks. Some additional information can also be seen below:

- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow Seren Kids policies concerning the sharing, distribution and publication of those images. Those images should only be taken on Seren Kids equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that students/pupils are appropriately dressed and are not participating in activities that might bring the individuals or Seren Kids into disrepute.

- children must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include children/members of seren kids will be selected carefully and will comply with good practice guidance on the use of such images.
- children's work can only be published with the permission of the student/pupil and parents or carers (You agree to this by agreeing to the digital images policy by way of booking your child onto a Seren Kids club or service).

DATA PROTECTION & PRIVACY

Seren Kids has a comprehensive policy in regards to privacy separate to this policy. It can be found at:

<https://serenkids.com/privacy-policy>

2. Social Media Policy

Social media (e.g. Facebook, Twitter, LinkedIn) is a broad term for any kind of online platform which enables people to directly interact with each other. However, some games, for example Minecraft or World of Warcraft and video sharing platforms such as YouTube have social media elements to them.

The setting/Seren Kids recognises the numerous benefits and opportunities which a social media presence offers. Staff, parents/carers and children are actively encouraged to find creative ways to use social media in line with any legislation and platform rules. However, there are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal reputation. This policy aims to encourage the safe use of social media by *the setting/Seren Kids*, its staff, parents, carers and children.

Scope

This policy is subject to Seren Kids's codes of conduct and acceptable use agreements, the whole Online safety policy, digital images policy, and safeguarding.

This policy:

- Applies to all staff, parents, and children and to all online communications which directly or indirectly, represent Seren Kids.
- Applies to such online communications posted at any time and from anywhere.
- Encourages the safe and responsible use of social media through training and education
- *Defines the monitoring of public social media activity pertaining to Seren Kids*

Seren Kids respects privacy and understands that staff and children may use social media forums in their private lives. However, personal communications likely to have a negative impact on professional standards and/or Seren Kids' reputation, or in contrast to our online safety and anti bullying/behaviour policies are within the scope of this policy.

Professional communications are those made through official channels, posted on a Seren Kids account or using the Seren Kids name. All professional communications are within the scope of this policy.

Personal communications are those made via personal social media accounts. In all cases, where a personal account is used which associates itself with, or impacts on Seren Kids, it must be made clear that the member of staff is not communicating on behalf of Seren Kids with an appropriate disclaimer. Such personal communications are within the scope of this policy.

Personal communications which do not refer to or impact upon the Seren Kids are outside the scope of this policy.

Digital communications with pupils/students are also considered. *Staff may use social media to communicate with learners via Seren Kids social media account for teaching and learning purposes but must consider whether this is appropriate and consider the potential implications.*

Organisational control

Roles & Responsibilities

- **Online Safety Lead/DSL**
 - Facilitating training and guidance on Social Media use.
 - Developing and implementing the Social Media policy
 - Taking a lead role in investigating any reported incidents.

- Making an initial assessment when an incident is reported and involving appropriate staff and external agencies as required.

· · **Staff**

- Know the contents of and ensure that any use of social media is carried out in line with this and other relevant policies
- Adding an appropriate disclaimer to personal accounts when naming Seren Kids
 - Shall not create an account pertaining to be a Seren Kids account or a representative of it without seeking permission from the Online Safety Lead or director.

Behaviour

- Seren Kids requires that all users using social media adhere to the standard of behaviour as set out in this policy and other relevant policies.
- Digital communications by staff must be professional and respectful at all times and in accordance with this policy. Staff will not use social media to infringe on the rights and privacy of others or make ill-considered comments or judgments about staff. Staff must ensure that confidentiality is maintained on social media when making content in relation to Seren Kids even after they leave the employment of Seren Kids.
- If a journalist makes contact about posts made using social media, staff seek permission and guidance from a senior member of staff before responding.
- Unacceptable conduct, (e.g. defamatory, discriminatory, offensive, harassing content or a breach of data protection, confidentiality, copyright) will be considered extremely seriously by Seren Kids and will be reported as soon as possible to a relevant senior member of staff, and escalated where appropriate.
- The use of social media by staff while at work may be monitored, in line with Seren Kids policies. Seren Kids permits reasonable and appropriate access to private social media sites. However, where excessive use is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken

- Seren Kids will take appropriate action in the event of breaches of the social media policy. Where conduct is found to be unacceptable, Seren Kids will deal with the matter internally. Where conduct is considered illegal, Seren Kids will report the matter to the police and other relevant external agencies, and may take action according to the disciplinary policy or children's behaviour policy.

Legal considerations

- **Users of social media should consider the copyright of the content they are sharing and, where necessary, should seek permission from the copyright holder before sharing.**
- **Users must ensure that their use of social media does not infringe upon relevant data protection laws, or breach confidentiality.**

Handling abuse

- When acting on behalf of Seren Kids, handle offensive comments swiftly and with sensitivity.
- If a conversation turns and becomes offensive or unacceptable, service users should block, report or delete other users or their comments/posts and should inform the audience exactly why the action was taken
- If you feel that you or someone else is subject to abuse by colleagues through use of a social networking site, then this action must be reported using the agreed Seren Kids protocols.

Tone

The tone when making reference to Seren Kids in content published on social media should be appropriate to the audience, whilst retaining appropriate levels of professional standards. Keywords to consider when composing messages are:

- Engaging
- Conversational
- Informative
- Friendly (on certain platforms, e.g. Facebook)

Use of images

Seren Kids use of images can be assumed to be acceptable (subject to the Online Safety policy, Safeguarding and digital image policies), providing the following guidelines are strictly adhered to.

- Permission to use any photos or video recordings should be sought in line with Seren Kids's digital and video images policy, this is done automatically via the parent/guardian booking with Seren Kids, with the option to opt out via emailing hannah@serenkids.com (Please see digital images policy for further information and guidance). If anyone, for any reason, asks not to be filmed or photographed then their wishes should be respected.
- Under no circumstances should staff share or upload children's pictures online other than via Seren Kids owned social media accounts and inline with the online safety and digital images policies (eg sharing with the correlating school to an after school club).
- Staff should exercise their professional judgement about whether an image is appropriate to share on Seren Kids social media accounts. Students/pupils should be appropriately dressed, not be subject to ridicule and must not be on any Seren Kids list of children whose images must not be published.
- If a member of staff inadvertently takes a compromising picture which could be misconstrued or misused, they must delete it immediately.

Personal use

- **Staff**
 - Personal communications are those made via personal social media accounts. In all cases, where a personal account is used which associates itself with the Seren Kids or impacts on Seren Kids, it must be made clear that the member of staff is not communicating on behalf of Seren Kids with an appropriate disclaimer. Such personal communications are within the scope of this policy.
 - Personal communications which do not refer to or impact upon Seren Kids are outside the scope of this policy.
 - Where excessive personal use of social media in Seren Kids service time is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken

- *Seren Kids permits reasonable and appropriate access to private social media sites (an example during a lunch break that is taken in a room where children are not permitted).*

Pupil/Students

- **Staff are not permitted to follow or engage with current or prior pupils/students of Seren Kids on any personal social media network account.**
- Seren Kids's education programme should enable the pupils/students to be safe and responsible users of social media.
- Children/Pupils/students are encouraged to comment or post appropriately about Seren Kids. Any offensive or inappropriate comments will be resolved by the use of Seren Kids's policies

Parents/Carers

- **parents/carers will be informed about acceptable use via the online safety policy, this policy, Digital Images policy & the Acceptable Use agreements towards the end of this document.**
- Seren Kids has an open door policy for parents to contact us via email or in person during drop off or pick up to ask for more information surrounding online safety, social media and other digital questions. We also make resources available online and send them home.
- Parents/Carers are encouraged to comment or post appropriately about Seren Kids. In the event of any offensive or inappropriate comments being made, Seren Kids will ask the parent/carer to remove the post and invite them to discuss the issues in person. If necessary, refer parents to Seren Kids's complaints procedures.

Monitoring posts about the school

- As part of active social media engagement, it is considered good practice to proactively monitor the Internet for public postings about Seren Kids.
- Seren Kids should effectively respond to social media comments made by others according to a defined policy or process

The Do's

- Check with a senior leader before publishing content that may have controversial implications for the school
- Use a disclaimer when expressing personal views
- Make it clear who is posting content
- Use an appropriate and professional tone
- Be respectful to everyone
- Ensure you have permission to 'share' other peoples' materials and acknowledge the author
- Express opinions but do so in a balanced and measured manner
- Think before responding to comments and, when in doubt, get a second opinion
- Seek advice and report any mistakes using the Seren Kids reporting process/E Safety Booklet Guidance (found at: <https://serenkids.com/policies>)
- Consider turning off tagging people in images where possible

The Don'ts

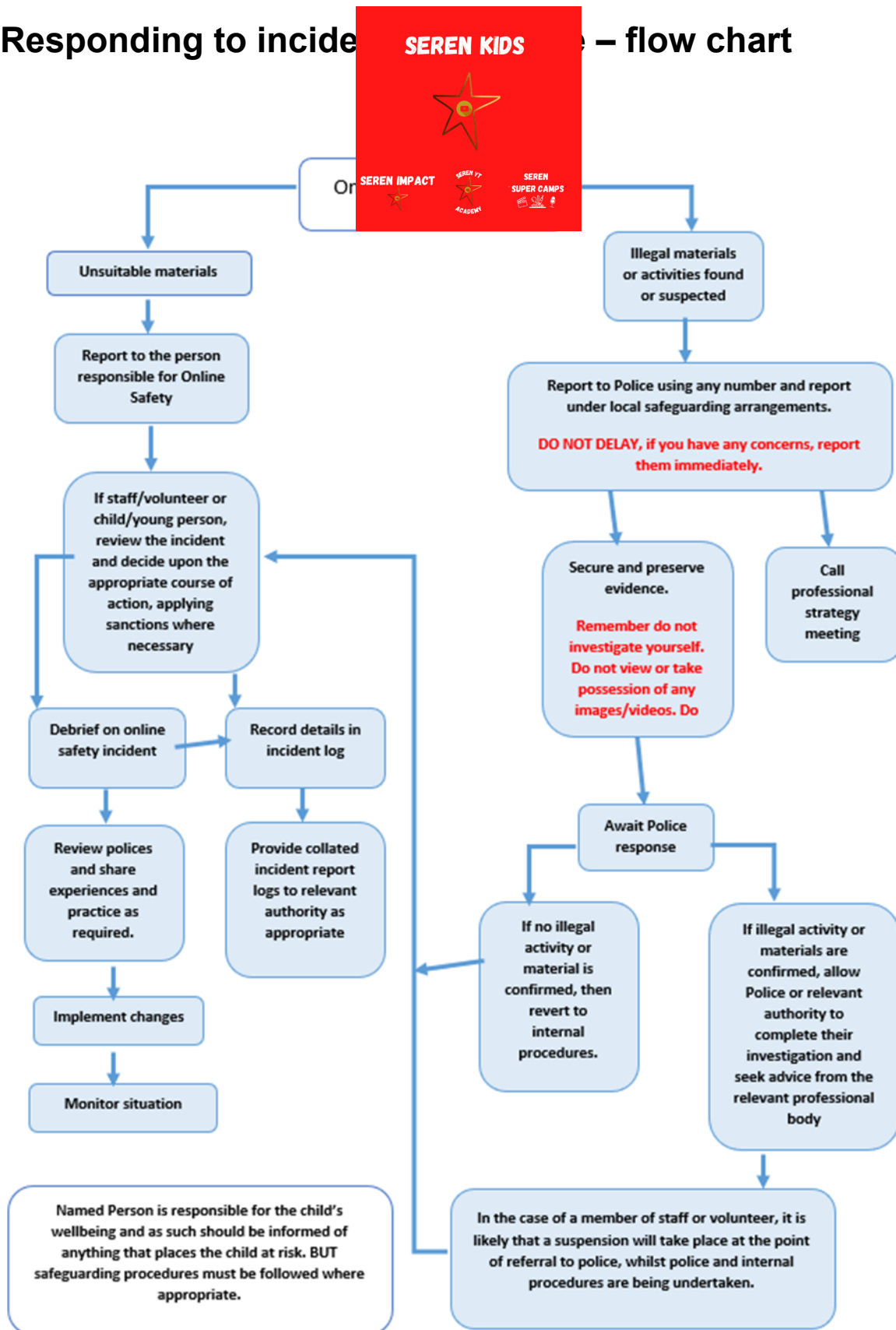
- Don't make comments, post content or link to materials that will bring Seren Kids into disrepute
- Don't publish confidential or commercially sensitive material
- Don't breach copyright, data protection or other relevant legislation
- Consider the appropriateness of content for any audience, and don't link to, embed or add potentially inappropriate content
- Don't post derogatory, defamatory, offensive, harassing or discriminatory content
- Don't use social media to air internal grievances

Under no circumstances should Online Bullying happen on or off the setting of Seren Kids. If it comes to our knowledge that a staff member or child who attends our setting has been a perpetrator or victim of online bullying, we will take the necessary action inline with the following policies:

- safeguarding

- online safety
- acceptable use agreements
- digital images policy
- behaviour policies (for staff and children)
- disciplinary procedures

Responding to incidents – flow chart



Acceptable Use (Child Agreement 8 years and older)

I understand that I must use Seren Kids systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that Seren Kids will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me and seek a parent/guardians permission.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that Seren Kids systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I will not use Seren Kids systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that Seren Kids has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of Seren Kids:

- I will only use my own personal devices (mobile phones/USB devices etc.) in the setting if I have permission. I understand that, if I do use my own devices, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any Seren Kids device, nor will I try to alter computer settings.
- I will only use social media sites in compliance with platform rules and regulations, the laws, and with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that Seren Kids also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the Seren Kids community (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to consequences. This could include loss of access to Seren Kids network/internet/devices, suspension from Seren Kids clubs and camps, contact with parents and in the event of illegal activities involvement of the police.

Student/Pupil Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to our services or systems.

I have read and understand the above and agree to follow these guidelines when:

- I use Seren Kids systems and devices (both in and out of the clubs or camps)
- I use my own devices in Seren Kids (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of Seren Kids in a way that is related to me being a member of this *Seren Kids* e.g. communicating with other members, accessing Seren Kids content, email, VLE, website etc.

Name of Student/Pupil:

Group/Class:

Signed:

Date:

Parent/Carer Countersignatur





Acceptable Use (Child Agreement 5-8 years old)

This is how we stay safe when we use computers:

- I will be polite, respectful and kind at all times when I use technology or go online. I must not talk to strangers online.
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of computers/tablets and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen, or I think that is not allowed or wrong.
- I know that if I break the rules I might not be allowed to use a computer/tablet

Signed (child): _____

Signed (parent): _____

Acceptable Use (Parent Agreement)

Digital technologies have become integral to the lives of children and young people, both within education and outside education. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This acceptable use policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Seren Kids systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

Seren Kids will try to ensure that *children* will have good access to digital technologies to enhance their learning and will, in return, expect the *children* to agree to be responsible users. A copy of the *student/pupil* acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the expectations of the young people in our care.

Parents are requested to sign the permission form below to show their support of Seren Kids in this important aspect of our service.

Permission Form

Parent/Carers Name: _____

Student/Pupil Name: _____

As the parent/carer of the above *students/pupils/child*, I give permission for my son/daughter to have access to the internet and to ICT systems at Seren Kids.



Please tick the appropriate paragraph and state which applies:

Either: (KS2 and above)

I know that my son/daughter has signed an acceptable use agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of Seren Kids.

Or: (KS1)

I understand that Seren Kids has or will discuss the acceptable use agreement with my son/daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of Seren Kids.

I understand that Seren Kids will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that Seren Kids cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the systems will be monitored and that they will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform Seren Kids if I have concerns over my child's online safety.

I also give permission for Seren Kids to retain a copy of these agreements on file inline with the terms and conditions and privacy policy at www.serenkids.com

Signed: _____

Date:

Acceptable Use (Staff Agreement)

New technologies have become integral to the lives of children and young people in today's society, both within educational settings and in their lives outside. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This acceptable use policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Seren Kids systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

Seren Kids will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *students/pupils/children* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use Seren Kids systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students/pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people. I have read the relevant policies (including but not limited to Online Safety, Safeguarding, Digital Images, Anti Bullying and staff code of conduct) and will abide by them.

For my professional and personal safety:

- I understand that Seren Kids will monitor my use of Seren Kids digital technology and communications systems.

- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of Seren Kids, and to the transfer of personal data (digital or paper based) out of Seren Kids.
- I understand that the digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by Seren Kids within their policies!
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using Seren Kids systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with Seren Kids's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have express permission to do so. Where these images are published (e.g. on Seren Kids website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in the setting in accordance with Seren Kids's policies.
- I will only communicate with students/pupils and parents/carers using official Seren Kids systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

Seren Kids have the responsibility to provide safe and secure access to technologies and ensure the smooth running of Seren Kids:

- When I use my mobile devices in the setting, I will follow the rules set out in this agreement, in the same way as if I was using *Seren Kids* equipment. I will also follow any additional rules set by Seren Kids about such use throughout their policies. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email
- I will ensure that my data is regularly backed up, in accordance with relevant Seren Kids policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in Seren Kids policies.
- I will not disable or cause any damage to Seren Kids equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in Seren Kids Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student/pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by Seren Kids policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of Seren Kids:

- I understand that this acceptable use policy applies not only to my work and use of Seren Kids digital technology equipment in the setting, but also applies to my use of Seren Kids systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by Seren Kids
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use Seren Kids's digital technology systems (both in and out of the setting) and my own devices (in the setting and when carrying out communications related to Seren Kids) within these guidelines.

Staff/Volunteer Name:

Signed:

Date:
