



## Online Safety Acceptable Use Agreement

### For Staff and Pupils – Tree of Life Provision

#### 1. General Online Safety Expectations

- I will use all school devices, networks, and online systems safely, responsibly, and respectfully.
- I will only use technology for learning or work-related purposes and will follow staff instructions at all times.
- I will not access or attempt to access inappropriate, harmful, or unsafe online content.
- I will keep personal information private and will not share my full name, address, passwords, phone number, or photos without permission.
- I will report anything that makes me feel worried, unsafe, or uncomfortable to a trusted adult or DSL.

#### 2. Passwords & Security

- I will keep my passwords safe and will not share them with anyone except authorised staff.
- I understand that the school may monitor my use of digital systems to keep everyone safe.
- I will not attempt to bypass security settings or filters put in place by the school.

#### 3. Communication & Online Behaviour

- I will communicate online in a respectful and kind manner at all times.
- I will not send or respond to bullying, unkind, or inappropriate messages.

I will tell a trusted adult immediately if I receive anything upsetting or concerning.

#### 4. Social Media & Public Online Spaces

I understand that social media must be used safely, responsibly, and in a way that protects both myself and the Tree of Life provision.

I will not post photos, videos, or identifying information of pupils or staff without written permission.

I will not discuss school matters, pupils, families, or colleagues on personal social media accounts.

I will not engage in online arguments, inappropriate discussions, or share harmful content.

I understand that my online behaviour reflects on the school and must always remain professional (staff) or respectful (pupils).

If I am unsure whether something is appropriate to post, I will seek advice before posting.

#### 5. Device & Equipment Use

I will look after school devices and use them responsibly.

I will not install software or apps unless given permission by staff.

I will only use school-owned devices to take photos or videos and only when authorised.

I will not attempt to repair or alter school devices.

#### 6. Staff-Specific Agreements

I will maintain professional boundaries at all times online and will not accept or send friend requests to pupils.

I will use only school-approved communication channels for contacting pupils or families.

I will follow safeguarding protocols when recording concerns or incidents related to online behaviour.

I will complete online safety training as directed by the school.

#### 7. Pupil-Specific Agreements

I will only use devices in the ways my teacher has allowed.

- I will stay on the websites and apps I am told to use.
- I will ask an adult for help if I see anything online that worries or confuses me.
- I will be kind to others online, just as I am in person.

**Signatures**

Pupil / Staff Member Name: \_\_\_\_\_

Role (Circle): Pupil / Staff

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer Signature (for pupils): \_\_\_\_\_

Date: \_\_\_\_\_