

**Acceptable Use Policy (AUP)**

**for Remote Learning and Online Communication**

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**Leadership Oversight and Approval**

1. Remote learning will only take place using google classroom, Tapestry and the school website
   * Both of these systems have been assessed and approved by the headteacher.
2. Staff will only use school managed, approved professional accounts with learners and/or parents/carers and should only ever use their school email address to communicate with parents/carers
   * Use of any personal accounts to communicate with learners and/or parents/carers is NOT permitted.
     + Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Callum Clay (Headteacher), Designated Safeguarding Lead (DSL).
   * Staff will use work provided equipment to provide remote learning. This includes laptops and school phones only. Personal devices should not be used for communicating with children, parents or carers.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
   * 8:30-4
4. All remote lessons will be formally timetabled; a member of SLT and/or DSL is able to drop in at any time to view online learning to ensure compliance with safeguarding. Any changes to the timetable or additions should be discussed with the Headteacher first.
5. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher, lessons will be recorded and another member of staff will always be present.

Data Protection and Security

1. Any personal data used by staff and captured by Google classroom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
2. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in the confidentiality policy.
3. All participants will be made aware that Google Classroom records activity. Recordings will be kept for 30 days on the school system in our G:drive. Only school staff will have access to these recordings.
4. Staff will not record lessons or meetings using personal equipment
5. Only members of the School community will be given access to Google classroom.
6. Access to Google Classroom will be managed in line with current IT security expectations as outlined in ICT and acceptable use policy.
   * All staff should ensure they use strong passwords to access Google classroom, should log out after use and lock devices when not in use.

**Session Management**

1. Staff will record the length, time, date and attendance of any sessions held. This will be put onto a spreadsheet on the G:Drive
2. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
   * limiting chat on the chat function to classwork related chat only and should only be used as directed by the teacher. Staff should not permit learners toshare screens. Staff should keep meeting IDs private and use waiting rooms before allowing children into the classroom. This will allow you to check who is present and ensure someone who shouldn’t be there does not enter the room.
3. When live streaming with learners:

**I have read and understood <** **school/setting name> Video Conferencing and/or Live Communication Acceptable Use Policy (AUP).**

**Learner/Parent/Carer**

Child’s Name……………………………………………………………………………………………...

Class…………………………

Parent/Carers: ……………………………………………......................................................

Date (DDMMYY)………………………………………………...

**Staff**

Name: …………………………………………………………………………………………………

Date (DDMMYY)………………………………………………...

* + contact will be made via parents email accounts and text message
  + staff will allow parents to decide whether children have their video on. Staff will control audio only. Turning off when teaching and on when required.
  + at least 2 members of staff will be present to ensure everyone is safeguarded
  + Any incidents that occur whilst live streaming should be logged on CPOMS.

1. Live 1 to 1 sessions will NEVER take place
2. A pre-agreed letter detailing the session expectations of pupils will be sent prior to beginning live learning.
   * Access links should not be made public or shared by participants.
     + Learners and/or parents/carers should not forward or share access links.
     + If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
   * Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult. Pupils should not carry out lessons in bedrooms with video on and students should not be in other rooms where there could be potential distractions
3. Alternative approaches and/or access will be provided to those who do not have access.

**Behaviour Expectations**

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing school policies and expectations. This includes:
   * Appropriate language will be used by all attendees.
   * Staff will not take or record images on/for their own personal use.
   * Attendees cannot record events for their own use, they should not take screen shots or pictures of live learning
3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
4. When sharing videos and/or live streaming, participants are required to:
   * wear appropriate dress.
   * ensure backgrounds of videos are neutral (blurred if possible).
   * ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
   * Should be in open spaces where family members are in the vicinity
   * Should not take place in bedrooms
5. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

1. Participants are encouraged to report concerns during remote and/or live streamed sessions.
2. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the headteacher and the pupils family members.
3. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
   * Sanctions for deliberate misuse may include:. restricting/removing use, contacting police if a criminal offence has been committed.
4. Any safeguarding concerns will be reported to Callum Clay, Sophie McCordick or Kirsten Jones, Designated Safeguarding Lead, in line with our child protection policy.

Written by: Callum Clay

**I have read and understood the Church Lane Primary School** **Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name: ………………………….……………………………………….

Date………………………….

Date:06/01/2021

Review: January 2022

**Memorandum for Children’s behaviour**

**There will be rules for live learning that need to be strictly adhered to comply with safeguarding measures and protect both adults and children. A register will be taken before each session, children not attending online sessions will be contacted to check how online learning is being completed.  We do understand that parents are also working in many cases from home and school want to work to support you to find a balance so that children do not fall behind with learning.**

-        Children will only use school technology for school purposes as directed by my teacher.

-        Children will only take part in ‘live’ streaming if a parent and teacher knows that they are doing it and school takes that if a child is attending a live lesson that this has been agreed prior by parents.

-        Children will not reveal any passwords to anyone.

-         Parents and Children will be responsible for their behaviour and actions when using technology and this includes the resources children access.

-        Children and parents will make sure that all communication with other students, teachers or others using technology is responsible and sensible.

-        Children will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If children accidentally come across any such material they should report it immediately to their teacher or their parent.

-        Children and parents will not share resources or videos created by teachers with anyone who is not a pupil or member of staff at Church Lane Primary School and Nursery

-        Children and parents will not record or take photos of their classmates or teachers during a face-to-face session. Children and parents will not share any school content on social media platforms

-        Children and parents understand that when using Google Classroom and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.

-        If audio/video conferencing is used, Children and parents understand that this might be recorded by the teacher for safeguarding purposes. It is for the parent to determine whether they are happy for children to use video conferencing. Otherwise they should just use audio. School accept no responsibility if children use video when prior permission not given

-        Children will continue to follow the rules regarding my use of technology as outlined in the school’s ICT Acceptable User Agreement

Parents and children understand that these rules are designed to help keep children safe and that if they are not followed, school sanctions will be applied and my parent may be contacted. When participating in an audio or video conference on Google classroom, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom. This includes:

-        Be on time for your interactive session

-        Be dressed appropriately for learning (e.g. no pyjamas)

-        Interact patiently and respectfully with your teachers and peers

-        Microphones will need to be turned off

-        Video conference from an environment that is quiet, safe, public and free from distractions. Please DO NOT use bedrooms for video conferencing. We also request that parents are in the vicinity of online lessons to ensure that children are engaging.

-        If children access online live learning the school assumes that children have been given permission to do so. It is up to parents to decide whether they allow their children to have their picture shown or not. Video can easily be turned off.

-        You MUST NOT record each other’s online interactions. If the lesson is to be recorded, this will be done by the teacher.

-        You MUST NOT take screen shots of the teacher or other children within the video call

-        Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

Any breaches of the above will be dealt with under the schools behaviour policy as this is an extension of the classroom.

**How lessons should run:**

* Children should be sent home the video code
* Children will log on and will wait in the waiting room
* Staff will then check who is in the waiting room and add this to the register on G:drive
* You will then start a recording
* Children then admitted to room with microphones off
* Lesson begins.
* Lesson ends.
* Recording should have date and time and be put in folder for Week commencing and date. This will be deleted after 30 days.