ST EGWIN'S C.E. MIDDLE SCHOOL

Acceptable Use Policy for Remote Learning and Online Communication

Dated – December 2020
Review date – December 2021

Acceptable Use Policy
for Remote Learning and Online Communication

Leadership Oversight and Approval
1. Remote learning will only take place using the Pupil Intranet, Office 365 school emails, Show My Homework and MS Teams.
    o The systems mentioned above has been assessed and approved by Mr N Pullan (Headteacher).
2. Staff will only use St. Egwin's managed or specific, approved professional accounts with learners such as Show My Homework.
    o Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
    o Staff will use school -supplied equipment where possible: a St Egwin's laptop or iPad.
3. Live streamed remote learning sessions will only be held with approval and agreement from the Headteacher.

Data Protection and Security
4. All remote learning and any other online communication will take place in line with current St Egwin's expectations as outlined in the Staff Code of Conduct.
5. Only members of the St Egwin's community will be given access to remote learning sessions, when using MS Teams.
6. All live lessons/meetings that include children, must be recorded.
7. Access to the Pupil Intranet will be managed in line with current IT security expectations.
8. The school monitoring software oversees these sessions.

Session Management
9. There will be a scheduled timetable for sessions to take place. The scope/purposes for use of these sessions will be outlined in the teacher guidance that is appendix 1 of this policy.
10. Staff will record the length, time, date and attendance of any sessions held. The information will be held on a shared document on the Staff Intranet.
11. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
    o Disabling/limiting chat,
    o staff not permitting learners to share screens,
    o keeping meeting IDs private,
12. When live **streaming with learners**:
    o contact will be made via learners' St Egwin's provided email accounts/or via Teams invites.
    o An invite (in Teams) detailing the purpose of the session will be sent to those invited to attend (e.g. in the title "Weekly Form Catch-up" or in the note section of the details of the call "First Lesson on Habitat Y6").
    o Learners/staff must be in a shared/communal space or room at the time the call is made (not a bedroom).
        ♦ If pupils have to join the lesson from their bedroom because their device is not portable, then their video must be switched off.
    o Staff (organiser of session) to "join" the meeting before the start time, message a welcome on the chat, mute their audio and switch off their video camera.
    o Start recording before learners join.
    o Once 2 pupils (at least) have joined the session, the staff member can switch audio and video on.
    o 5-min cut-off for late joiners: the session must start no later than 5-mins after the planned start time.

- o Staff will be able to mute/disable learners' videos and microphones.
13. Live 1 to 1 sessions will only take place with approval from the HT, DHT or a DSL.
14. 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.
15. Alternative access will be provided to those who do not have access if possible.

Behaviour Expectations
16. Staff will model safe practice, professional conduct and moderate behaviour online during remote sessions as they would in the classroom.
17. All participants are expected to behave in line with the existing St Egwin's behaviour policy outlined in the school planner. Remember that the video content of each call will be recorded and available to the pupils and families of all those invited to the session, regardless of whether or not they have taken part.
18. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
19. Pupils may be asked to leave the session if their behaviour falls below expectations
20. When sharing videos and/or live streaming, participants are required to:
    - o wear appropriate dress.
    - o ensure backgrounds of videos are neutral (blurred if possible).
    - o ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
21. 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
22. Participants are encouraged to report concerns during remote and/or live streamed sessions to the Safeguarding team.
23. 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 SLT.
24. Inappropriate online behaviour will be responded to in line with existing policies such as e-safety, Safeguarding, Staff code of conduct, Acceptable use of technology, anti-bullying and behaviour.
    - o Sanctions for deliberate misuse may include restricting/removing use, contacting police if a criminal offence has been committed.
25. Any safeguarding concerns will be reported to Ms C Gordon, Designated Safeguarding Lead, Mr R Langley (DDSL), Mr S Jordan (DDSL) or Mr N Pullan (DDSL) in line with our child protection policy.

I have read and understood the St Egwin's Acceptable Use Policy (AUP) for remote learning.

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

Date…………………………