



Widening Horizons, Raising Aspirations

Online Remote Learning Acceptable Use Policy

Date: 4th February 2021

Signed: Mrs Murrell (Headteacher)

Review Date: January 2023

Mr A Reygate (Chair of Governors)

This Online Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of school community when taking part in remote learning following any full or partial school closures.

Leadership Oversight and Approval

- Online remote learning will only take place using Microsoft Teams and Purple Mash. Microsoft Teams and Purple Mash, have been assessed and approved by the Senior Leadership Team (SLT).
1. Staff will only use school specific, approved professional accounts with learners.
 - 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 Nicky Murrell, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible e.g. a school laptop or tablet.
 2. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - 9am to 3.15pm
 3. All remote lessons will be formally timetabled; a member of SLT, is able to drop in at any time.
 4. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher. **There will be daily 'check-ins' at 9.15am and 2.30pm; these sessions will be recorded.**

Data Protection and Security

5. Any personal data used by staff and captured by Microsoft Teams or Purple Mash when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
6. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in data protection policy.
7. All participants will be made aware that Microsoft Teams records activity.
8. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.

9. Only members of school community will be given access to Microsoft Teams, and Purple Mash.
10. Access to Microsoft Teams and Purple Mash will be managed in line with current IT security expectations as outlined in Online Safety Policy.

Session Management

11. Staff will record the length, time, date, and attendance of any sessions held, in their school planning folder.
12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - Disabling/limiting chat, staff not permitting learners to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.
13. When **live streaming** with learners:
 - Contact will be made via learners' school logins.
 - Contact will be made via a parents/carer account.
 - Staff will mute learners' videos and microphones.
 - At least 2 members of **staff** will be present
 - If this is not possible, SLT approval will be sought.
14. Live 1 to 1 session is not permitted between staff member and learner; **the learner's parent or carer must also be present**
15. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.
 - Access links should not be made public or shared by participants.
 - Learners and 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.
16. Alternative approaches and access will be provided to those who do not have access.

Behaviour Expectations

17. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
18. 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 for their own personal use.
 - All participants cannot record events for their own use.
19. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

20. When sharing videos and/or live streaming, participants are required to:
- Wear appropriate dress (uniform is not required for learners accessing remotely).
 - 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.
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 a parent/carer
 - Staff member
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 Headteacher.
24. 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.
25. Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.
26. Any safeguarding concerns will be reported to the Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Briary Primary School Acceptable Use Policy (AUP) for online remote learning.

Staff Member Name:

Date.....

Briary Primary School Learner Online Remote Learning AUP

I understand that:

- These expectations are in place to help keep me safe when I am learning at home using Microsoft Teams or Purple Mash.
 - I should read and talk about these rules with my parents/carers.
 - Remote learning will only take place using Microsoft Teams or Purple Mash and during usual school times.
 - My use of Microsoft Teams and Purple Mash is monitored to help keep me safe.
2. Only members of Briary Primary School community can access Microsoft Teams or Purple Mash.
- I will only use my school provided email accounts and login to access remote learning.
 - I will use privacy settings as agreed with my teacher.
 - I will not share my login/password with others
 - I will not share any access links to remote learning sessions with others.
3. When taking part in remote learning I will behave as I would in the classroom. This includes:
- Using appropriate language.
 - Not taking or recording images/content without agreement from the teacher and/or those featured.
4. When taking part in live sessions I will:
- Mute my video and microphone until my teacher gives me permission to unmute.
 - Wear appropriate clothing and be in a suitable location.
 - Ensure backgrounds of videos are neutral and personal information/content is not visible.
 - Use appropriate alternative backgrounds.
 - Attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
 - Attend lessons in a shared/communal space or room with an open door, so I can be supervised by a parent/carer or another appropriate adult.
5. If I am concerned about anything that takes place during remote learning, I will:
- Tell my parent
 - Tell my teacher
6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
- Restricting/removing access, informing parents/carers, contacting police if a criminal offence has been committed.

I have read and understood the Briary Primary School Acceptable Use Policy (AUP) for online remote learning.

Name..... Signed.....

Class..... Date.....

Parent/Carers Name.....

Parent/Carers Signature.....