



Acceptable Use Policy (AUP) for Remote Learning and Online Communication

Reviewed January 2021
Next Review September 2021

Information and guidance regarding remote learning during Covid-19:

- DfE 'Safeguarding and remote education during coronavirus (COVID-19)'
- The Education People: 'Safer remote learning during Covid-19: Information for School Leaders and DSLs'
- SWGfL: Safer Remote Learning
- LGfL: Coronavirus Safeguarding Guidance
- NSPCC: Undertaking remote teaching safely
- Safer Recruitment Consortium: 'Guidance for safer working practice for those working with children and young people in education settings Addendum' April 2020

Leadership Oversight and Approval

1. Remote learning will only take place using **Microsoft TEAMS** / Class Dojo
 - **Microsoft TEAMS** / Class Dojo has been assessed and approved by the **headteacher**.
2. Staff will only use **school** managed accounts with learners **or** 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 **Liz Willoughby**, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible **e.g. a school laptop. If this is not possible, then leaders should ensure clear expectations are in place in relation to safeguarding and data security when using personal devices e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc.**
3. Any live sessions will be formally timetabled; **a member of SLT or DSL** 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**.

Data Protection and Security

5. Any personal data used by staff and captured by **Microsoft TEAMS / Class Dojo** when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy (see website or Workgroup)
6. All remote learning and any other online communication will take place in line with current **school** confidentiality expectations as outlined in **our Confidentiality** policy.
 - In the event that teachers are teaching from home, then all safeguarding practices and procedures will still need to be followed. If there is a disclosure made to the

teacher during the online teaching time then teachers will need to record this as usual using CPOMs alerting the DSLs immediately, including the Headteacher.

- If there is an unlikely/inappropriate event e.g. family member in the background, a child does something whilst on the screen, then the same process as above needs to be followed.

7. All participants will be made aware that **Microsoft TEAMS / Class Dojo** 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 Queenswood Primary School community will be given access to **Microsoft TEAMS / Class Dojo**
10. Access to **Microsoft TEAMS / Class Dojo** will be managed in line with current IT security expectations as outlined in **Computing Policy / User Agreement**

Session Management

11. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - **language filters, disabling/limiting chat, staff not permitting learners to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.**
12. When live streaming with learners:
 - contact will be made via learners' **school** provided email accounts **and/or** logins.
 - staff will mute/disable learners' videos and microphones.
 - at least 2 members of staff will be present.
 - If this is not possible, SLT approval will be sought.
13. A pre-agreed **invitation/email** detailing the session expectations will be sent to those invited to attend.
 - Access links should not be made public or shared by participants.
 - Teachers who are holding a remote session will send an invite to the school email address/class dojo account and TAs will access through this
 - Learners should not forward or share access links.
 - If learners 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 sessions in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

Behaviour Expectations

14. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
15. 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.**
 - **Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.**
16. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
 17. 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.**
 18. 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

19. Participants are encouraged to report concerns during remote **and/or** live streamed sessions to the teacher, DSL or Headteacher
20. 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 **Liz Willoughby, DSL and Lee Ferriday, Headteacher**
21. 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.**
22. Any safeguarding concerns will be reported to **Liz Willoughby**, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Acceptable Use Policy (AUP) for remote learning at Queenswood Primary School and Nursery

Staff Member Name:

Date.....