

Slade Primary School



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

October 2020

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 Office 365**.
 - **Microsoft Office 365** has been assessed and approved by **the head teacher**.
2. Staff will only use **Slade Primary School's** managed **or** specific, approved professional accounts with learners **and/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 **Viki Garrett**, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible **e.g. a school laptop or school iPad**.
3. Online contact with learners **and/or** parents/carers will not take place outside of the operating times as defined by SLT:
 - **Online contact via Microsoft Teams to only be used within the school day 8:30am – 4pm.**

Data Protection and Security

4. Any personal data used by staff and captured by **Microsoft Office 365** when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy (<https://www.slade.kent.sch.uk/page/?title=Policies&pid=20>).
5. All remote learning and any other online communication will take place in line with current **school** confidentiality expectations as outlined in the Confidentiality policy.
6. 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.
7. Only members of **Slade Primary School** community will be given access to **Microsoft Office 365**.
8. Access to **Microsoft Office 365** will be managed in line with current IT security expectations as outlined in the **Online Safety Policy**.

Session Management

9. Microsoft Teams tracks the analytics of each team including meetings, calls, usage and engagement. Phase leaders will monitor this information for their classes.folder
10. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - **When using Microsoft Teams:**
 - **all learners will be muted when the teacher is taking the register and outlining the activities. Learners will be encourage to virtually ‘raise their hand’ if they have questions and then they will be unmuted in turn;**
 - **staff will not permit learners to share screens;**
 - **the chat function will be turned off.**
11. When live streaming with learners:
 - contact will be made via learners’ Slade accounts.
 - staff will mute/disable learners’ microphones and will be turned on under staff control.
 - at least 2 members of staff will be present.
 - If this is not possible, SLT approval will be sought.
 - Learners are encouraged to attend in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
12. Alternative approaches **and/or** access will be provided to those who do not have access.

Behaviour Expectations

13. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
14. All participants are expected to behave in line with existing **Slade Primary 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.**
15. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
16. 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.**
17. 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

18. Participants are encouraged to report concerns during remote **and/or** live streamed sessions:
 - **Learners to report any concerns to their parent/carer**
 - **Staff to report any concerns to a DSL**

19. 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 **Karen Slade, Head Teacher**.
20. 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 will be carried out in line with the school behaviour police
21. Any safeguarding concerns will be reported to **Viki Garrett**, Designated Safeguarding Lead, in line with our child protection policy.

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

Staff Member Name:

Date.....