## Policy Breaches and Reporting Concerns

- Participants are encouraged to report concerns during remote and/or live streamed sessions to the member of staff running the session.

- 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 a member of SLT.

- Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, code of conduct, anti-bullying and behaviour.

- Sanctions for deliberate misuse may include restricting/removing use or contacting police if a criminal offence has been committed.

- Any safeguarding concerns will be reported to Mrs. S. Evans, Designated Safeguarding Lead, in line with our child protection policy.

## Leadership Oversight & Approval

- Live sessions of remote learning will take place using Zoom and/or Google Meet.

- Staff will only use school managed, approved professional accounts with learners and 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 Mrs. S. Evans, Designated Safeguarding Lead (DSL).

- Staff will use work provided equipment only including laptop and tablet or other mobile device.

- Online contact with learners and parents/carers will not be required to take place outside of the following operating times: Monday-Friday (9am-4pm).

- All live lessons will be formally timetabled; a member of SLT and DSL is able to drop in at any time.

- Live streamed remote learning sessions will only be held with approval and agreement from the SLT.

# Acceptable Use Policy for Remote Learning

This policy specifically addresses safer practice during remote learning, including live streaming and online communication. This policy sits alongside our school AUP.

The RL AUP has been created following a thorough evaluation of our remote learning offering.

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

Staff Member Name:

……………………………………………………

Date……………………………

**#EasyisBoringChallengeisFun**

## Behaviour Expectations

- Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

- 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.
  - staff will remind attendees of behaviour expectations & reporting mechanisms at the start of the session.

When sharing videos and/or live streaming, participants are required to:

  - wear appropriate dress.
  - ensure backgrounds of videos are neutral
  - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

## Session Management

- Staff will record the attendance of any sessions held.

- 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 and use of waiting rooms.

- When live streaming with learners, contact will be made via learners' year group remote email accounts and ClassDojo.

- Staff will control learners' access to the mute/ disable features on their videos and microphones.

- If only 1 member of staff is present, the live sessions will be recorded for safeguarding purposes.

- Live 1 to 1 sessions will only take place with approval from the Headteacher/a member of SLT.

- A pre-agreed letter detailing the sessions expectations will be sent to those invited to attend.

- Access links should not be made public or shared by participants.

- Learners and/or parents/carers should not forward or share access links.

- 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.

- Alternative approaches and/or access will be provided to those who do not have access.

## Data Protection and Security

- Any personal data used by staff when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.

- All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in our behaviour and remote learning policy.

- All participants will be made aware if any live sessions are being recorded. This will only take place if one teacher is hosting.

- Staff will not record lessons or meetings using personal equipment under any circumstance.

- Access to Zoom and Google Meet will be managed in line with current IT security expectations set out in the e safety policy e.g. using strong passwords, logging off or locking devices when not in use etc.