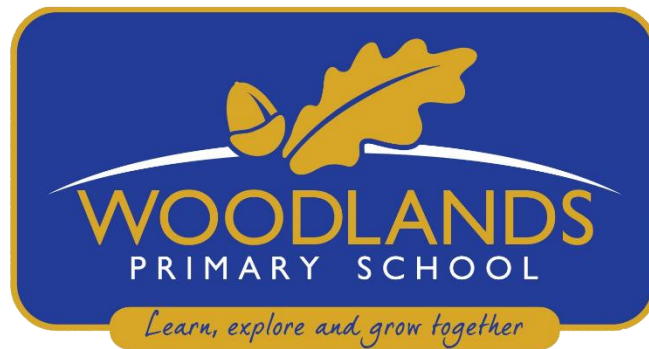


Acceptable Use Policy (AUP) for Remote Learning and Online Communication



Written by	Rita Tarrant-Blick, Assistant Headteacher and Vicki Lonie, HT
Ratified by Governors	January 2021
Date for Review	January 2022
Signed – Chair of Governors	
Signed – Headteacher	
Is this an internal or external policy?	External
Is this based on a model policy?	Yes

Key Details

This policy is based on the model policy from KCC. It will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure

Woodlands Primary School Acceptable Use Policy for Remote Learning and Online Communication

Leadership Oversight and Approval

1. Remote learning will only take place using the Microsoft 365 platform. Microsoft 365 has been assessed and approved by Mrs Vicki Lonie (Headteacher) and Mrs Rita Tarrant-Blick (Designated Safeguarding Lead (DSL))
2. Only members of Woodlands Primary School community will be given access to the Woodlands Primary School Platform on Microsoft 365.
3. Staff will only use Woodlands Primary School managed, 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 Rita Tarrant-Blick, Designated Safeguarding Lead (DSL).
 - Staff will use work-provided equipment e.g. a Woodlands Primary School laptop, tablet or other mobile device. The only exception is when a pupil's safety is potentially compromised and access to the work-provided equipment is unavailable or ineffective (e.g. use of a mobile phone in an emergency, or calls made during a national lock-down). A further exception is where videos are recorded without any pupil presence or data, e.g. a teacher recording a lesson.
4. Online contact with learners will not take place outside of the operating times: Monday to Friday 9am to 5pm. Parents can communicate with staff at any time, but there will not be any expectation that this is read or responded to outside of these stated hours.
5. During a national or local lock-down situation, staff may call pupils by telephone. The staff member must use the 141 facility (which withholds the telephone number) if doing this from a personal number.
6. Pre-recorded videos will be used for teaching core subjects and will be saved and shared using the Teams learning platform in Microsoft 365.
7. All live remote sessions (such as assemblies or class catch-up sessions) will be formally timetabled and recorded on the school calendar; the Headteacher and/or DSL are able to drop in at any time.
8. Live-streamed remote learning sessions will only be held with approval and agreement from the Headteacher and/or DSL.

Data Protection and Security

9. By allowing their children to use Microsoft 365, parents are agreeing:
 - for data to be processed and stored in the secure online learning platform in line with Microsoft 365 terms and conditions.
 - not to take any screenshots or photographs of other pupils or live-streamed sessions.
 - for any live-streamed session to be recorded (video function is expected to be on for all participants, except in special cases to protect identity)
 - to keep links and log-in details secure and private.
10. Recordings must only be carried out by a member of staff if this is deemed necessary, either to share with other members of the school community, using the Microsoft Teams platform, or for safeguarding reasons.

11. Staff will not record lessons or meetings using personal equipment in line with our data protection policy requirements.
12. Pupils will not have sight of other pupils' uploads of their work to the online platform.
13. Parents should not use the platform for personal use, unrelated to Woodlands Primary School.
14. Access to Microsoft 365 will be managed in line with current IT security expectations as outlined in the Online Safety Policy.
15. Staff are required to keep up-to-date with any changes to Teams functions.
16. Staff must set up a team for individual meetings to avoid sharing of information on larger team groups (See 21 below).

Session Management for Live Streaming

17. Staff can only engage with live streaming sessions if they have been authorised by Mrs V Lonie (Headteacher) and/or Mrs Rita Tarrant-Blick
18. Staff will only live stream using the approved Microsoft 365 learning platform Teams.
19. Appropriate privacy and safety settings will be used by staff to manage access and interactions in a live stream. This includes:
 - monitoring chat
 - use of the mute function
 - staff not permitting learners to share screens
 - use of waiting rooms/lobbies or equivalent.
20. When live streaming with learners:
 - contact will be made via the pupil's Teams account.
 - staff will mute/disable learners' videos and microphones when not required.
 - at least 2 members of staff will be present
 - wherever possible, an adult at home should be present
21. In exceptional circumstances, where a need has been identified by the school Senior Leadership Team (SLT), they may approve 1-1 live meetings using Teams.
22. For 1-1 meetings:
 - a recording must be taken, unless there are two staff members present
 - a parent/carer may be present in the room if deemed appropriate in consultation with Mrs Tarrant-Blick
 - all sessions must be detailed on the school calendar and recorded and stored in line with school policy.
23. Access links should not be made public or shared by participants. Learners and/or parents/carers should not forward or share access links.

Laptop Loaning Agreement

24. By borrowing a school laptop, parents are agreeing to:
 - keep the laptop in good condition and return it safely to school in the state it was borrowed
 - store the laptop securely
 - refrain from downloading or searching for any inappropriate materials on the laptop

Behaviour Expectations

25. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
26. Staff will remind attendees of behaviour expectations with sufficient frequency to ensure a high standard of behaviour,

27. All participants are expected to behave in line with existing Woodlands Primary School policies and expectations. This includes:
 - The use of appropriate language by all attendees.
 - Staff will not take or record images for their own personal use.
28. 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.
 - be aware of any alerts from other applications that may be visible
29. Learners are encouraged to attend lessons in a shared/communal space or room with an open door and appropriately supervised by a parent/carer or another appropriate adult.
30. 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

31. Participants are encouraged to report concerns during remote sessions and/or live sessions:
 - to a member of staff running the session.
 - to a parent/carer
 - to the Headteacher and/or the DSL.
32. If inappropriate language or behaviour takes place, participants involved will be removed from the session by staff, the session may be terminated, and concerns will be reported to the Headteacher and/or the DSL.
33. Inappropriate online behaviour will be responded to in line with existing policies such as online safety, staff code of conduct, anti-bullying and behaviour management.
34. Any safeguarding concerns will be reported to the DSL, in line with our child protection policy.

I have read and understood the Woodlands Primary School Acceptable Use Policy for Remote Learning and agree to adhere to its contents.

Parent / Carer Name: _____

Parent / Carer Signature: _____ Date: _____

Pupil Name: _____

Pupil Signature: _____ Date: _____

Staff Name and Signature:

_____ Date: _____

Document History	
Date	Summary of changes
May 2020	Initial Model Policy
November 2020	Reviewed by SLT and FGB
January 2021	Reviewed and approved by FGB and shared with all stakeholders