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

Guidance Notes

This template is provided for schools, colleges and other educational settings using remote learning, including live streaming, and other forms of online communication to adapt to reflect their expectations and boundaries.

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

This template specifically addresses safer practice when running formal remote learning, including live streaming, but could also apply to other online communication, such as remote parent meetings or pastoral activities. However, there is no expectation that staff should run formal live streamed sessions or provide pre-recorded videos; settings should implement the approaches that best suit the needs of their community and staff following appropriate discussions.

The AUP should be completed following a thorough evaluation of remote learning tools with approval from leadership staff. We recommend settings use existing systems and/or education focused platforms where possible, and that staff only use approved accounts and services to communicate with learners and/or parents/carers.

Additional information and guides on specific platforms can be found at:
- [https://coronavirus.lgfl.net/safeguarding]
- [https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/]

Although intended for initial use with staff, settings may wish to adapt the content to create alternative versions, for example to share with learners and parents/carers.

Kent educational settings can contact the [Education Safeguarding Service] for further advice and support.

Leadership Oversight and Approval

1. Remote learning where direct messaging between pupils and agreed adults in school will only take place using ClassDojo and Mathletics. Zoom will be used for live sessions.
   o These have been assessed and approved by the headteacher.
2. Staff will only use school managed or specific, approved professional accounts with learners and/or parents/carers.
   o 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 Claire Frost, Designated Safeguarding Lead (DSL).
   o Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet or other mobile device.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
   o School operating hours are 8.30am to 3.15pm. It has been agreed that staff may feedback to pupils and answer messages to parents outside of the school opening hours. There are no specific timing restrictions on this although parental expectation and staff interaction must be managed to protect the well-being of staff. Further, technology issues (e.g. wifi connection) may mean that a pre-recorded video, for remote learning, may be uploaded at a later time than originally planned for.
4. Any live remote lessons will be formally timetabled; a member of SLT, DSL and/or headteacher is able to drop in at any time. The headteacher will be included in invites for live sessions to facilitate this.
5. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher/Assistant Headteacher.

Data Protection and Security
6. Any personal data used by staff and captured by Classdojo or Zoom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy (policy on school website).
7. All remote learning and any other online communication will take place in line with current school confidentiality expectations. Platforms used are commonly used in educational and regarded as secure sites.
8. All participants will be made aware that Zoom has the capacity to record activity. Parents will have signed a consent form which states that live sessions may be recorded.
9. 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.
10. Only members of Wittersham CEP School community will be given access to Classdojo and Zoom sessions.
11. Access to Classdojo/Zoom will be managed in line with current IT security expectations:
    o e.g. using strong passwords, logging off or locking devices when not in use.

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Session Management

Staff will record the length, time, date and attendance of any sessions held by emailing details to the headteacher who will keep a record. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

- o Detail specifics according to the system being used e.g. 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:
    - o contact will be made via a parents/carer account.
    - o staff will mute/disable learners' microphones and only enable as it would benefit the aim of the live session. Videos are expected to be on so teachers can view who is accessing the session.
    - o at least 2 members of staff will be present.
        - ▪ If this is not possible, SLT approval will be sought.
13. Live 1 to 1 sessions will only take place with approval from the headteacher/a member of SLT. Live 1:1 sessions with learners are not recommended unless they are approved by SLT and a parent/carer is present in the room (however, this may not be appropriate if providing counselling or safeguarding support) and the session is auditable.
14. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
    - o Access links should not be made public or shared by participants
        - ▪ Learners and/or parents/carers should not forward or share access links.
    - o 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. Bedrooms must not be used.
15. Alternative approaches and/or access will be provided to those who do not have access e.g. loans of laptops, alternative forms of communication with learner which are not live.

Behaviour Expectations

16. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
17. All participants are expected to behave in line with existing school policies and expectations. This includes:
    - o Appropriate language will be used by all attendees.
    - o Conduct of learners will follow the schools Behaviour Policy.
    - o Staff will not take or record images for their own personal use.

18. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
19. When sharing videos and/or live streaming, participants are required to:
    - o wear appropriate dress.
    - o ensure backgrounds of videos are appropriate
    - o ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
20. 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

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21. Participants are encouraged to report concerns during remote and/or live streamed sessions:
    o Parents/carers must be present to supervise children accessing live sessions. If concerned, parents and learners should report concerns to the member of staff running the session.
22. 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 Claire Frost, headteacher.
23. 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.
    o Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.
24. Any safeguarding concerns will be reported to Claire Frost, Designated Safeguarding Lead, in line with our child protection policy.

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

Staff Member Name: ………………………………………………………….

Date…………………………

Approved by: FGB	Date: January 2021
Last reviewed on: n/a	
Next Review due by: January 2022 or earlier if changes are necessary.	

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