Acceptable Use Policy
Remote Learning and Online Communication

Leadership Oversight and Approval

1. Remote learning will only take place using **Class Dojo and Zoom.**
   - **Class Dojo and Zoom** have been assessed and approved by **the Leadership Team (SLT)**.
2. Staff will only use **St Andrew's Primary School** 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 **Nicola James,** Designated Safeguarding Lead (DSL).
   - Staff will use work provided equipment where possible **e.g. a school laptop, tablet.**
3. Online contact with learners **and/or** parents/carers will not take place outside of the operating times as defined by SLT:
   - **9am and 3.15pm**
4. Live streamed remote learning sessions will only be held with approval and agreement from **the Headteacher.**

Data Protection and Security

5. All remote learning and any other online communication will take place in line with current **school** confidentiality expectations as outlined in our **GDPR** policy.
6. Staff are not permitted to record lessons or meetings.
7. Only members of St Andrew's Primary School community will be given access to **Class Dojo**.
8. Access to **Class Dojo** will be managed by using strong passwords and logging out of systems after use, shutting down devices after use.

Session Management

9. Staff will record the length, time, date and attendance of any sessions held. **This will be held on the OneDrive > Covid -19.Remote Learning> live session log**
10. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
    - **disabling chat,**
    - **staff not permitting learners to share screens,**
    - **keeping meeting IDs private,**
    - **use of waiting rooms/lobbies or equivalent.**
11. When live streaming with learners:
    - contact will be made via learners' **school** provided email accounts **and/or** logins.
    - contact will be made via a parents/carers account.
    - staff will mute/disable learners' videos and microphones when needed

12. Live 1 to 1 sessions will only take place with approval from the **headteacher. This may only be used if a child ordinarily has 1:1 learning, eg if has an EHCP or Top up Funding.**

13. A pre-agreed **invitation** detailing the session expectations will be sent to those invited to attend via text.
    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/or when appropriately supervised by a parent/carer or another appropriate adult. The adult does not need to sit directly next to the child but should be within earshot of the conversation.
14. Alternative approaches **and/or** access will be provided to those who do not have access e.g. telephone calls or use of laptops.

Behaviour Expectations

15. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
16. All participants are expected to behave in line with existing **St Andrew's Primary School** policies and expectations. This includes:
    o **Appropriate language will be used by all attendees.**
    o **Staff will not take or record images for their own personal use.**
    o Children will not distract themselves with other devices e.g. TV, phones etc and give their attention to the lesson.
17. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
18. When sharing videos and/or live streaming, participants are required to:
    o **wear appropriate dress.**
    o **ensure backgrounds of videos are neutral (blurred if possible).**
    o **ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.**
19. 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

20. Participants are encouraged to report concerns during remote **or** live streamed sessions:
    o **Staff should report concerns on CPOMs and send private message to parents/carers on Dojo. A phone call may be needed if more serious.**
21. 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 **the Headteacher and recorded on CPOMS. The child's parents/carers will be informed.**
22. 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:
    o **restricting/removing use,**
    o **contacting police if a criminal offence has been committed.**
23. Any safeguarding concerns will be reported to **Nicola James**, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the St Andrew's Primary School Acceptable Use Policy (AUP) for remote learning.
Staff Member Name: ……………………………………………………………………….
Date…………………………..