

## **Acceptable Use Policy 2021**

### **Remote Learning and Online Communication for Alexandra Park Junior School**

#### **SLT Overview**

1. Remote learning will only take place using Microsoft Teams.
  - **Microsoft Teams** has been assessed and approved by the Headteacher
2. Staff will only use school managed accounts with 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 Designated Safeguarding Lead (Jenny Seabright)
  - Staff will use work provided equipment where possible.
3. Online contact with learners and /or parents/carers will not take place outside of the operating times as defined by SLT: **08.30 – 3.30**
4. All remote lessons will be formally timetabled.
5. Live streamed remote learning sessions will only be held with approval and agreement from the Headteacher.

#### **Data Protection and Security**

6. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in our Privacy Policy.
7. All participants will be made aware that Microsoft Teams records activity.
8. Only staff members of The Alexandra Park Junior School will be given access to Microsoft Teams. Access to Microsoft Teams will be managed by school IT technician (Simon Moore). Staff are advised to pick strong passwords as per generic password guidelines.
9. The recorded lessons will be stored on the school server. The capture of live streamed content is managed safely and in line with data protection obligations. Recordings will be deleted once there is a full return from Covid-19 to school for all students depending on how long this will be.
10. A request to view video recordings must be reasonable and relate to the purpose of the initial recording e.g Safeguarding. Staff need to contact the safeguarding team if access is required.
11. Requests by parents or pupils to view the recorded lesson after it has been streamed is not permitted.

#### **Session Management**

12. Staff will need to record the length, time, date and attendance of any sessions held. This requires staff to record their video lesson in Microsoft Teams. This will protect staff and pupils should any safeguarding issues arise.
13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

- disabling/limiting chat, muting pupils and staff not permitting learners to share screens.

14. When live streaming with learners:

- Pupils will need to log into Microsoft Teams accounts with the email addresses and password provided by the school. These accounts will be part of the Alexandra Park Junior School community on teams.

- Staff are able to mute/disable learners' videos and microphones.

15. No 1:1 live sessions to take place. Group sessions only. 1:1s may be possible, subject to a risk assessment and SLT permissions

16. Pupils will be able to see their live sessions on the Teams Calendar on their account. Separate links will not need to be sent.

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

- Pupils and parents are not allowed to share these links.

- Pupils, parents and staff to follow the code of conduct for remote learning. This has been sent to all pupils, parents and staff.

17. Alternative approaches and/or access will be provided to those who do not have access. The school is doing its best to provide pupils with laptops however in exceptional circumstances where this is not possible paper packs may be given.

### **Behaviour Expectations**

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

20. 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.
- Participants must not record events for their own use.

20. Staff will remind attendees of behaviour expectations as mentioned in code of conduct and reporting mechanisms at the start of the session. This can be put in the chat or teacher can quickly go over at the beginning of the session.

21. 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.

22. Staff can use educational resources to teach live lessons as long as these are in line with the existing teaching and learning policies. All staff to make sure they take copyright into account.

### **Reporting Concerns and Policy Breaches**

23. All participants of live sessions are encouraged to report concerns during these sessions.

- Pupils should report any concerns to the member of staff running the session or to a parent / carer.

24. If any inappropriate behaviour or language takes place then the Staff member leading this session will remove the participant involved. This will be logged on the school's secured safeguarding system CPOMS.

25. 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.

- If serious misconduct takes place then the participant will not be given access to live lessons.

- If a serious criminal offence is committed during live sessions then police will be contacted.

26. Any safeguarding concerns will be reported to the Safeguarding Team, in line with our Safeguarding and Child Protection Policy.

**I have read and understood The Alexandra Park Junior School's Acceptable Use Policy for remote learning.**

Staff Member Name: .....

Date.....