



Mid-Trent Multi-Academy Trust

# Acceptable Use Policy for Remote Learning

2020 - 2021

## Staff Acceptable Use Policy for Remote Education

### Leadership Oversight and Approval

1. Remote learning will only take place using the Office 365 suite (this includes SharePoint, OneDrive and TEAMS) which has been assessed and approved by the MAT Board and the CEO as appropriate for this purpose.
2. Staff and learners will only use school managed, professional accounts with learners and/or parents/carers. The use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
3. Staff will use school encrypted devices to deliver remote education throughout this period.
4. Online contact with learners and/or parents/carers will not take place outside of normal school operating times (8.30am and 4.30pm).
5. All remote lessons will be formally timetabled; the Headteacher or a member of the Senior Leadership Team in school is able to drop in on any session, at any time.
6. Live streamed remote learning sessions will be held in line with the school timetable for live lessons which has been approved by the Headteacher.

### Data Protection and Security

7. Any personal data used by staff and captured by Office 365 when delivering remote learning will be processed and stored with appropriate consent and in accordance with our school data protection policy (available on each school's website).
8. Live lessons will be recorded so that pupils can access them independently after the session. Sessions will record the shared screen and the discussion, not pupil videos. Videos will be uploaded to the school's secured office 365 suite for reference only.
9. Staff will not record lessons or meetings using personal equipment.
10. Only members of St. Peter's C of E Primary School community will be given access to the school's Office 365 platform.
11. Access to Office 365 will be managed in line with current IT security expectations as outlined in the school's Online Safety Policy.

### Live Sessions

12. Staff will record the length, time, date and attendance of any sessions held. Detail how and where this information should be stored.
13. Appropriate privacy and safety settings will be used to manage access and interactions.
14. When live streaming with learners:
  - Contact will be made via learners' school provided email accounts and/or logins.
  - Pupils should join each session with video and microphone enabled to allow for interaction and communication within the session. Staff may mute/disable learners' microphones and videos as appropriate during the session.
  - Content (including participant images if cameras are on) will be recorded to ensure pupil and staff safety during each session.
15. A Parent/Carer is expected to be present in the room when live lessons are taking place to support their child in managing their online behaviour.
16. A pre-agreed calendar invitation detailing the session expectations will be sent to those invited to attend and these expectations will be revisited with participants at the start of each live session.
17. Invitations and links must not be made public or shared by participants and those expecting an invitation who have not received one should request it by emailing the class teacher only. Learners and/or parents/carers should not forward or share access links.

18. Alternative approaches and/or access will be provided to those who do not have access to the appropriate technology to access these lessons.

### **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 behaviour for learning policy** and interact as they would in a normal classroom environment. Our school golden rules apply when working online:
- We are gentle
  - We are kind and helpful
  - We listen
  - We are honest
  - We work hard
  - We look after our property
21. All participants should be aware that all communications within the platform, including email and chat functions are monitored.
22. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
23. When sharing videos and/or live streaming, all 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.
24. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

### **Best Practice**

25. All content shared with learners (inc. documents, PowerPoints and videos) will be checked for errors prior to sharing.
26. Content should be clearly organised in subject files and labelled with the date so that resources can be easily located.
27. Content should be uploaded in plenty of time to allow pupils and parents to prepare for learning.
28. Content shared should be in line with the school's remote learning plan.

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

29. Participants are encouraged to report any concerns during remote and/or live streamed sessions to their class teacher.
30. 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 who will speak with parents/ carers to agree a positive resolution which protects all learners.
31. 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.
32. Any safeguarding concerns will be reported to Mrs Pilkington, Designated Safeguarding Lead, in line with our child protection policy.

## Pupil Acceptable Use Policy for Remote Education

### If we need to learn from home:

1. We will learn using the applications in Office 365, for example: SharePoint, OneDrive and TEAMS
2. We must only use our school account to log on and complete our home learning.
3. We can contact our class teachers between 8.30am and 4.30pm, but they might not be able to answer us straight away.
4. We will attend live lessons which are on our timetable and let school know if we are not able to join for any reason.
5. We will dress appropriately for live lessons (smart/casual) and blur our backgrounds to avoid unnecessary distractions.
6. We will catch-up with any live lessons we have missed using the videos which will be made available after the lesson.
7. We will complete our learning in a shared space where there are grown-ups around to help me if I need it.
8. We will complete the work on our timetable each day and share it with our class teachers so that they can give us some feedback on how to keep getting better.
9. We will tell our teachers if we are finding learning too difficult/ too easy so that they can adapt it for us.
10. We will remember that all our communications using our school accounts are monitored, this includes email and chat, so we will use the 'Nanna Check' before sending any messages or emails, all communications will be professional in tone and we will always use the correct punctuation and grammar.



11. We will remember our online safety rules when we are working and always tell a grown up if we see or hear anything that worries us.

12. We will only log into Office 365 using our own username and password and never share our personal information with other people.

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after our property

13. We will behave online like we do in the classroom and remember that our Golden Rules still apply here:

## Parent Acceptable Use Policy for Remote Education

### **This Acceptable Use Policy is intended to ensure:**

- Ensure that all pupils can access remote learning safely in the event of school closures.
- Set out expectations for all members of the school community with regards to remote learning
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the very best education, regardless of if we are able to be in the school building.

In the event of partial or full school closures, The Trust and its schools will work hard to ensure that pupils will have access to the necessary ICT hardware, applications and internet to engage in high quality remote education. In return we expect all pupils and families to be responsible users of the technology provided. Parents are requested to read this acceptable use policy, alongside the pupil acceptable use policy and complete the online form to support the school in meeting these expectations at home and in school.

### **Parent/ Carer Expectations for Remote Education:**

- As the parent/carers of the pupils named below, I give permission for my son/daughter to be provided with a school managed Office 365 account to support them in their education both in and out of school.
- I have read the pupil acceptable use policy and will support the school in ensuring that the expectations for pupils outlined in this document are upheld when pupils are learning at home and in school.
- I understand that the Trust and its schools will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems but cannot guarantee the online safety of learners whilst they are at home.
- I also understand that the Trust and its schools cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my child's activity across all Office 365 applications will be monitored and that the school will contact me if they have concerns about any possible breaches of this Acceptable Use Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.
- I will ensure a responsible adult is present when my child is learning online at home in order to keep them safe.
- I will make every effort to ensure that my child completes learning tasks which have been assigned to them in a timely fashion and inform school if my child is absent from live-lessons or is unable to complete the remote learning set for any reason.