Crockenhill Primary School

Learning together. Working together. Achieving together.

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

Date: November 2020
Reviewed: November 2021

ISABEL SHEPPARD FIDLER
CHAIR OF GOVERNORS

Leadership Oversight and Approval

1. Remote learning will only take place using KLZ
    - KLZ has 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.
    - 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 Mrs Karen Dodd, Designated Safeguarding Lead (DSL).
    - Staff will use work provided equipment where possible e.g. a school 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:
    - School hours
4. Live streamed remote learning sessions will only be held with approval and agreement of 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 online policy
6. 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
7. Only members of Crockenhill Primary School community will be given access to KLZ
8. Access to KLZ will be managed in line with current IT security expectations
    - e.g. using strong passwords and logging off or locking devices when not in use.

Session Management

9. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
10. Alternative approaches and/or access will be provided to those who do not have access. E.g paper copies of workbooks

Behaviour Expectations

11. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
12. 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.
13. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
14. 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.

15. 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

16. Participants are encouraged to report concerns during remote and/or live streamed sessions to their parents if pupils and to the Headteacher if a member of staff.
17. If inappropriate language or behaviour takes place by a pupil, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the Headteacher, Mrs Karen Dodd.
18. 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.
    - Sanctions for deliberate misuse may include: restricting/removing use, and contacting police if a criminal offence has been committed.
19. Any safeguarding concerns will be reported to Karen Dodd, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Crockenhill Primary School Acceptable Use Policy (AUP) for remote learning.

Staff Member Name: .....

Date.....