



# ST EGWIN'S C.E. MIDDLE SCHOOL

## Acceptable Use Policy for Remote Learning and Online Communication

Approved January 2023  
Next Review January 2024

Headteacher   
Chair of Governors NA

### **Leadership Oversight and Approval**

1. Remote learning will only take place using the Pupil Intranet, Office 365 school emails, EduLink and MS Teams.
  - The systems mentioned above have been assessed and approved by the Headteacher & IT team
2. Staff will only use St. Egwin's managed or specific, approved professional accounts with learners such as EduLink.
  - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
  - Staff will use school-supplied equipment where possible, unless agreed with SLT: a St Egwin's laptop or iPad.
3. Live streamed remote learning sessions will only be held with approval and agreement from the Headteacher.

### **Data Protection and Security**

4. All remote learning and any other online communication will take place in line with current St Egwin's expectations as outlined in the Staff Code of Conduct.
5. Only members of the St Egwin's community will be given access to remote learning sessions, when using MS Teams.
6. All live lessons/meetings that include children, must be recorded.
7. Access to the Pupil Intranet will be managed in line with current IT security expectations.
8. The school monitoring software oversees these sessions.

### **Session Management**

9. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - Disabling/limiting chat,
  - staff not permitting learners to share screens,
10. When live **streaming with learners**:
  - contact will be made via learners' St Egwin's provided email accounts/or via Teams invites.
  - An invite (in Teams) detailing the purpose of the session will be sent to those invited to attend
  - Learners/staff must be in an appropriate space or room at the time the call is made.
    - ◆ If pupils have to join the lesson from their bedroom because their device is not portable, then their video must have a blurred background.
  - Staff (organiser of session) to "join" the meeting before the start time, message a welcome on the chat, mute their audio and switch off their video camera.
  - Start recording before learners join.
  - Once 2 pupils (at least) have joined the session, the staff member can switch audio and video on.
  - 5-min cut-off for late joiners: the session must start no later than 5-mins after the planned start time.
  - Staff will be able to mute/disable learners' videos and microphones.
11. Live 1 to 1 sessions will only take place with approval from the HT, DHT or a DSL.
12. Access links should not be made public or shared by participants.
  - Learners and/or parents/carers should not forward or share access links.
13. Alternative access will be provided to those who do not have access if possible.

### **Behaviour Expectations**

14. Staff will model safe practice, professional conduct and moderate behaviour online during remote sessions as they would in the classroom.
15. All participants are expected to behave in line with the existing St Egwin's behaviour policy. Remember that the video content of each call will be recorded.

16. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
17. Staff will remind attendees that any downloading / recording / manipulating of images and / or posting images of teachers would be a breach of UK GDPR and copyright regulations and it would be a police matter.
18. Pupils may be asked to leave the session if their behaviour falls below expectations
19. When sharing videos and/or live streaming, participants are required to:
  - wear appropriate dress.
  - ensure backgrounds of videos are neutral and blurred.
  - 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**

21. Participants are encouraged to report concerns during remote and/or live streamed sessions to the Safeguarding team.
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 SLT.
23. Inappropriate online behaviour will be responded to in line with existing policies such as online safety, Safeguarding, Staff code of conduct, Acceptable use of technology, anti-bullying and behaviour.
  - 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 the school's DSL in line with our child protection policy.