Bromstone Primary School
Acceptable Use Policy
for Remote Learning and Online Communication

Information and guidance regarding remote learning during Covid-19:

- DfE 'Safeguarding and remote education during coronavirus (COVID-19)'
- SWGfL: Safer Remote Learning
- LGfL: Coronavirus Safeguarding Guidance
- NSPCC: Undertaking remote teaching safely
- Safer Recruitment Consortium: 'Guidance for safer working practice for those working with children and young people in education settings Addendum' April 2020

Leadership Oversight and Approval

1. Remote learning will only take place using Google Classroom, Times Table Rockstars, Purple Mash and IXL.
   - These platforms have been assessed and approved by a member of Senior Leadership Team (SLT).

2. Staff will only use school managed or specific, approved professional accounts with learners and 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 Amanda Hadden, Designated Safeguarding Lead (DSL).
   - Staff will use work provided equipment where possible e.g. a school laptop, tablet or other mobile device. Where this is not possible, there is an expectation that personal devices use strong passwords, suitable levels of encryption and that accounts are logged off or locked when not in use.

3. Online contact with learners and parents/carers will not take place outside of the operating times as defined by SLT:
   - 8.30 – 3.30 Monday to Friday

4. Live streamed remote learning sessions will only be held with approval and agreement from a member of SLT.

5. **At the time of writing, Bromstone does not intend to provide any live streamed remote learning.**

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 the Staff Acceptable Use Policy.

7. All participants will be made aware that Google Classroom records activity.

8. Staff will not record lessons or meetings using personal equipment.

9. Only members of Bromstone Primary School community will be given access to remote learning platforms.

10. Access to remote learning platforms will be managed in line with current IT security expectations as outlined in the Staff Acceptable Use Policy.

Session Management

11. Appropriate privacy and safety settings will be used to manage access and interactions. This may include:
    o Language filters
    o Disabling/limiting chat
    o Not permitting learners to share screens
    o Keeping meeting IDs private

12. When live streaming with learners:
    o contact will be made via learners' school provided logins.
    o staff will have the ability to mute/disable learners' videos and microphones if necessary.
    o at least 2 members of staff will be present.
        ▪ If this is not possible, SLT approval will be sought.

13. Live 1 to 1 sessions will not take place between staff and learners. However, this may be appropriate if providing counselling or safeguarding support, with approval from a member of SLT.

14. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.
    o Access links should not be made public or shared by participants.
        ▪ Learners or parents/carers should not forward or share access links.
        ▪ If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
    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.

15. Alternative approaches or access will be provided to those who do not have access.

Behaviour Expectations

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

17. All participants are expected to behave in line with existing 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 Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.

18. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

19. 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.

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 **or** live streamed sessions:
        o Report concerns to the Designated Safeguarding Lead (DSL) or
        o Report concerns using the My Concern system.

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 the Designated Safeguarding Lead (DSL).

23. 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:
            ▪ restricting/removing use
            ▪ contacting police if a criminal offence has been committed.

24. Any safeguarding concerns will be reported to Amanda Hadden, Designated Safeguarding Lead, in line with our child protection policy.

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

Staff Member Name: …………………………………………………………….

Date…………………………