# Acceptable Use Policy – Online Teaching

## Introduction

At Shaftesbury Park we pride ourselves in making sure all children have access to their learning. It is important all staff are aware of safe practice when running formal remote learning, including live streaming and other online communication, such as remote parent meetings or pastoral activities.

### Leadership Oversight and Approval

1. Remote learning will only take place using Google Meets.
   - Google Meets has been assessed and approved by the computing lead Debbie McKenzie-Arday, with Guidance from Google Teach representative and LGFL.
2. Staff will only use Google Classroom managed, approved professional accounts with learners and/or parents/carers. Staff must use their logins and encourage the attendees to use their logins so that they are easily identifiable.
   - 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 Bunmi Richards/Julia Humble, Designated Safeguarding Lead (DSL).
   - Staff will use work provided equipment where possible e.g. web cam/their classroom PC/school own laptop, tablet or other mobile device. If this is not provided, leaders should ensure clear expectations are in place in relation to safeguarding and data security when using personal devices e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc.
3. Online contact with learners/parents/carers will not take place outside of the operating times as defined by SLT:
   - Teachers contracted working hours 8:30am-4:30pm
4. All remote lessons will be formally timetabled; a member of SLT, DSL and/or head of department is able to drop in at any time. All timetables and lesson links should be sent to SLT.
5. Live streamed remote learning sessions will only be held with approval and agreement from SLT.

### Data Protection and Security

1. Any personal data used by staff and captured by Google Meets when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy (see GDPR policy).
   - All Google Meets should be set to record – this is then shared with the attendees who do not have the permissions to use the video for any other use. Recordings are stored in the online cloud until deleted – access can only be granted through using the Google Classroom login. All data protection rules must be followed.

2. All remote learning and any other online communication will take place in line within the member of staff's home (if isolating) otherwise in the classroom and or ICT suite confidentiality expectations as outlined in GDPR policy.
   - Please see Acceptable use policy for staff when using ICT in school's policy and Google Classroom Staff guidance.
3. All participants will be made aware that Google Meet records activity. Meetings should be set to record for further teaching purposes for those children that missed the lesson but also for the safeguarding of staff and pupils – consent must first be obtained before any recording happens.
4. 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.
5. Only members of Shaftesbury Park Primary School community will be given access to the Google Meet lessons – as each will have their own individual link and need sign in details on entry.
6. Access to Google Meet/Classroom will be managed in line with current IT security expectations as outlined in the Computing policy, which details specific expectations e.g. using strong passwords, logging off or locking devices when not in use etc.


**Session Management**

1. Staff will record the length, time, date and attendance of any sessions held – all recordings will automatically store on Google Drive
2. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
   - Staff have the option of disabling the chat box – this however is a good source to use during the lesson especially if the pupil is experience audio issues – all chat should link to the learning.
   - Pupils should ask for children to refrain from sharing their screen (this is a feature that can not be disable don Google Meet.
   - All attendees should have their name clearly displayed
   - Entrance to the lesson should be done via permissions – staff member accepts permission if they recognise the ID
   - Meeting ID is to be kept private – staff should invite specific attendees (only those within the Shaftesbury park network – no one else should be able to access the meeting.
3. When live streaming with learners: Remove if not live streaming with learners.
   - Contact will be made via learners' Google classroom calendar.
   - Contact will be made via a parent/carer email account.
   - All members are to join with video and mute activated
   - The member of staff leading the lesson must be present at all times
   - Children should be given a break should the session be longer than 45 mins
4. Live 1 to 1 sessions will only take place with approval from the Mrs Richards/a member of SLT. All rules still apply
5. A pre-agreed email detailing the session expectations will be sent to those invited to attend.
   - Access links should not be made public or but should be shared by participants with good time to attend the lesson.
     - Learners and/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.
   - 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.

6. Alternative approaches and/or access will be provided to those who do not have access. Hard copies of the session will be issued to the pupils/parent/carer.

## Behaviour Expectations

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing acceptable use policy and expectations.
   - Appropriate language will be used by all attendees.
   - Wear appropriate clothing
   - ensure backgrounds of videos are neutral (blurred if possible).
   - Staff will not take or record images for their own personal use.
   - Ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
   - Recordings should not be shared as Google Meets automatically saves all recordings to the drive
3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
4. 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

5. Members of staff are encouraged to report concerns during remote and/or live streamed sessions:
   - Pupils are to be muted if showing any level of repetitive disruption, if behaviour continues then the staff member will remove pupil from the lesson. Loud background noise must be muted. Pupils should be in an environment that is calm and allows them to focus. Pupils can report concerns through the chat box. Parent/carer will be contacted if the pupil needed to be reprimanded.
6. 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.
7. 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 of devices and access to online lessons, notifying DSL and/or contacting police if a criminal offence has been committed.
8. Any safeguarding concerns will be reported to SLT, Designated Safeguarding Lead, in line with our child protection policy.

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

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

Date…………………………

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**Review**

**Autumn 2021**

**Debbie McKenzie-Arday - Computing Lead**