



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

Updated Jan 2021

Leadership Oversight and Approval

Remote learning will only take place using Seesaw & Google Meet

- Seesaw & Google Meet has been assessed and approved by the Trust and the headteacher.

Staff will only use school accounts for all communication

- 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 the Designated Safeguarding Lead (DSL).
- Staff will use work-provided equipment where possible, for example, a school laptop. If personal devices are used to prepare items for upload to Seesaw, these devices should be password protected and users should log out of Seesaw when device is not in use.

Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:

- 9.00-5.00 Monday to Thursday
- 9.00-12.00 Friday

All remote learning will be timetabled on Seesaw; a member of SLT, DSL and/or head of department is able to access this at any time. Live pupil conferences will be timetabled on Google Meet. SLT are able to drop in on these at any time.

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

Data Protection and Security

Any personal data used by staff and captured by Seesaw & Google Meet when delivering remote learning & pupil conferences will be processed and stored with appropriate consent and in accordance with our data protection policy

All remote learning and any other online communication will take place in line with current school confidentiality expectations

All participants will be made aware that Seesaw and Google Meet records activity. This activity will be stored on the Seesaw platform and in School Google accounts.

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.

Only members of Eaton Primary School community will be given access to Seesaw & Google Meet conferences.



Access to Seesaw & Google Meet will be managed in line with current IT security expectations which includes using strong passwords and logging off or locking devices when not in use.

Session Management of Google Meet

Staff will record the length, time, date and attendance of any sessions held using live Google Meet. This information should be stored under each Google calendar event scheduled. When live conferences are taking place with learners:

- Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - Asking pupils to mute microphones unless they invited to chat
 - Asking pupils to disable their video if required
 - Not permitting learners to share screens
 - Keeping meeting IDs private
 - The teacher will always **admit children to meetings** and **wait for them all to leave** the meeting at the end.
 - Contact will be made via learners' Seesaw account.
 - Learners and/or parents/carers should not forward or share access links.

Live 1 to 1 sessions will only take place with approval from the headteacher or a member of SLT.

- Live 1:1 sessions with learners are not recommended unless they are approved by SLT
- a parent/carer should be present in the room if possible (however, this may not be the case if providing counselling or safeguarding support. Parents will always be informed of such sessions).
- The session must be recorded.
- These sessions will come under the framework of this AUP.
- Access links should not be made public or shared by participants.
- Learners and/or parents/carers should not forward or share access links.
- Learners are encouraged to attend 1:1 sessions in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

Behaviour Expectations

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

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.
- Pupils will not link other pupils to their Seesaw profile
- Pupils will not record sessions on school or personal devices



At the start of any live sessions, staff will remind attendees of behaviour expectations and how to confidentially share concerns or issues with their teacher.

When sharing videos and/or live streaming, participants are required to:

- Wear appropriate clothing (for example, no pyjamas).
- 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.

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

Learners are encouraged to report issues and/or concerns to their class teacher and/or parent.

If inappropriate language or behaviour takes place during a live conference, learners involved will be removed by staff, the session may be terminated, and concerns will be reported to a member of SLT and the pupil's parents.

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 inappropriate online behaviours may include:

- Contacting parents
- Removing use of school devices on loan
- Suspension from live sessions, temporary or permanent
- Contacting police if a criminal offence has been committed.

Any safeguarding concerns must be reported to the Designated Safeguarding Lead or a Deputy DSL.

STAFF

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

Staff Member Name: Date.....

PARENTS AND PUPILS

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

By using our online platforms, you are agreeing to this policy



APPENDIX

Information and guidance regarding remote learning during Covid-19:

- DfE '[Safeguarding and remote education during coronavirus \(COVID-19\)](#)'
- The Education People: '[Safer remote learning during Covid-19: Information for School Leaders and DSLs](#)'
- 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
- <https://coronavirus.lgfl.net/safeguarding>
- <https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/>