# Endon Hall Primary & Nursery School

'Learning together and having fun'

# Remote Learning and Communication Acceptable Use Policy

**Policy in place:** September 2020     **Reviewed:** January 2021     **Review date:** January 2024

|  | Member of staff responsible | Governor | Senior member of staff |
|---|---|---|---|
| **Remote Learning Acceptable Use** | Miss A Coleman | C Soboljew | Miss V Lewis |

## Leadership Oversight and Approval

1. Remote learning will only take place using the chosen platform/s e.g. Microsoft Teams, Google Classroom, and platforms which have been assessed and approved by the Headteacher/a member of Senior Leadership Team (SLT), following a review of available remote learning platforms.

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 the Headteacher/Designated Safeguarding Lead (DSL).

   When operating within the chosen platform/s, staff will use work provided IT equipment at all times e.g. a school/setting laptop/device. Staff will use the Remote Desktop Server (RDS) as their default method for accessing school related work off site. The use of personal memory sticks or other digital storage media in school is not be permitted. Only password protected, encrypted memory sticks may be used in school and/or out of school for school work.

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

   o   8:45am - 4.30pm

4. All live remote sessions will be timetabled and communicated with parents/carers, usually through the platform/calendar itself. A member of SLT/ the DSL is able to drop in at any time.

5. Live streamed remote learning sessions will only be held with approval and agreement from the Headteacher/a member of SLT. This will be pre agreed through discussions with staff before the intended live session is due to take place. Where live sessions are timetabled on a 1:1 or small group basis, they must take place in the presence/ear shot of another member of staff or, where this is not possible, be recorded. If the session is being recorded, all those in the sessions must be made aware of this. Parent/carer consent will be sought prior to any 1:1 session taking place.

## Data Protection and Security

6. Any personal data used or stored by staff and captured by the chosen platform/s when delivering remote learning will be processed and stored with appropriate consent, in accordance with our Data Protection Policy and in line with the guidance outlined in the data protection: toolkit for schools

7. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in our Confidentiality Policy, which is available on request via the school office.

8. Recordings, where taken, will be stored in a folder in the school's secure system, which can only be accessed by school staff. Recordings will be dated and file names will specify the relevant year group. Ordinarily, recordings will be stored for two weeks and then archived. If a concern is raised/arises during the recorded session, and this requires the recording to be kept for longer, in order that the concern can be addressed accordingly, the deletion date will be reviewed by the Headteacher/a member of the SLT.

9. Staff will not record sessions or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our Data Protection Policy requirements.

10. Only members of the Endon Hall Primary & Nursery School community will be given access to the chosen platform/s.

11. Access to the chosen platform/s will be managed in line with current IT security expectations as outlined in the Online Safety Policy.

**Session Management**

12. Staff will record the time, date and attendance of any sessions held. The date and time will be noted by the person leading the session and attendance will be established for live sessions by doing a register at the start of the session (as we usually would in school) and/or, by noting children on their register as they are admitted to the session.

13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

    - video cameras must remain ON, for safeguarding purposes (unless there are exceptional circumstances and this is arranged through discussion and with the permission of the SLT)
    - no green screens/screensavers are to be used when attending any live sessions
    - microphones must remain OFF unless asked to put them on
    - only put a comment in the comment box if you're ASKED to
    - Use the 'Hand up' function if you have a question/comment
    - only sign in using the parent/carer/child e-mail the invite was sent to, unless agreed directly with the teacher
    - if a sign in occurs from an e-mail address that isn't listed, access will not be granted
    - teaching staff will have prior knowledge of all permitted email addresses before a live session begins
    - do not forward the meeting invite on to anyone
    - staff will have to admit learners into the live sessions and only recognised users will be permitted access

14. When live streaming with learners:

    - contact will be made via a parent/carer account, as per the contacts provided in ParentMail/SIMS, or through the chosen platform/s
    - staff will mute/disable learners' microphones and only activate them/ask for them to be activated if/when required.
    - children/parents must only communicate with the teacher/member of staff, not with each other, unless asked to do so by the member of staff.

Staff must not be in a situation where less than 3 children are attending virtually, with a single member of school staff, unless:

      - in ear shot/support distance of another member of staff
      - arranged via the Headteacher/SLT in advance
      - the above two points are in place and the session is for the mutually agreed purpose of providing brief individualised support with a task set

15. Live 1:1 sessions will only take place with approval from the Headteacher/a member of SLT. Live 1:1 sessions with learners may require a parent/carer to be in the room. This will be agreed when the session is approved by the Headteacher/member of SLT. Parent/carer consent will be sought prior to any 1:1 session taking place.

16. Session expectations are set out in this policy, adopted by all users in line with our Remote Learning and Communication Acceptable Agreement, and will be covered off by staff within sessions, initially, and then through reminders where needed.

17. Access links should not be made public or shared by participants.

18. User names/e-mail addresses and passwords should not be made public or shared by participants.

19. Learners and/or parents/carers must not forward or share access links.

20. 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.

21. 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.

22. Alternative approaches and/or access will be provided, where possible, to those who do not have access to a device. Printed packs can be made available where required, having explored all other options for engagement.

**Behaviour Expectations**

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

24. All participants are expected to behave in line with existing school policies and expectations. This includes:

   o   Appropriate language

   o   No taking or recording of images for personal use; ever (by staff, parents/carers, other adults, children)

25. Staff will remind attendees of behaviour expectations and reporting mechanisms during the session, where required.

26. When sharing/pre-recording videos and/or live streaming, participants are required to:

   o   wear appropriate dress

   o   be in an appropriate location e.g. sat at a desk or table

   o   follow general classroom rules

   o   ensure backgrounds of pre-recorded videos are neutral (blurred if possible) and no green screens/screensavers are used

   o   ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds

27. 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**

28. Participants are encouraged to report concerns immediately, during remote and/or live streamed sessions:

   o   To the member of staff running the session

   o   To a parent/carer

29. 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 Headteacher.

30. Inappropriate online behaviour will be responded to in line with existing policies, such as acceptable use of technology, Online Safety, KCSIE, Safeguarding & Child Protection, Anti-bullying and/or Behaviour.

    Sanctions for deliberate misuse may include:

    o   Restricted use

    o   Removal of use

    o   Contact made with the Police (if a criminal offence has been committed)

31. Any safeguarding concerns must be reported to the Designated Safeguarding Lead (Miss Lewis) via e-mail (headteacher@endonhall.staffs.sch.uk), in line with our Safeguarding & Child Protection Policy.

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## Staff – Remote Learning and Communication Acceptable Use Agreement

This policy is designed to ensure that all staff are aware of their professional responsibilities when using remote platforms for learning and communication. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher (Miss V Lewis) and/or the Computing Lead (Miss A Coleman).

- I will be available, ordinarily, from Monday – Friday between 8:45am – 4.30pm

- I will plan and set the relevant work on a weekly basis, to the volumes/standards agreed

- I will only upload work through the given chosen platform/s

- I will give feedback on submitted work in the given time frame and in line with the expectations for feedback

- I will report any safeguarding complaint to the Designated/Deputy Designated Safeguarding lead immediately

- I will adhere to the school's professional appearance and dress code policy when attending virtual meetings and/or uploading videos and/or delivering a live lesson to the chosen platform/s

**User Signature**

I agree to follow this policy (in full) and to support the safe and secure use of IT throughout the school.

Signature ………………………………… 　　　　 Date ……………………

Full Name …………………………….......................... (printed)

Job title …………………………………………………………..

## Pupil – Remote Learning and Communication Acceptable Use Agreement

These rules will keep me safe when using remote platform/s for learning.

- I will attend/watch any live/pre-recorded sessions at the time given, wherever possible

- I will complete the work set by the deadline (if a deadline is given) and send it to my teacher for marking

- I will ask for help if I need it

- I will take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities

- I will only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher asks me

- I will not share any log-in details, including passwords and/or invite codes/links

- I will not record, screenshot or copy any information, messages, videos, tasks, or posts and/or share on any social media/any other platform and/or use for any purpose other than that intended

- I will only access the material shared by the teacher and will ask for parental permission to use technology for anything beyond that

- If I am worried, I will report these worries to my teacher and/or my parent/carer

- I will dress appropriately and be in a suitable place/position for any live sessions

- I will give my full attention in live session, this includes not eating, playing with toys/pets etc during sessions

- If I enter a live session and my teacher isn't present, I will leave the session and log in again a few minutes later.

I have read and understand these rules and agree to them.

Signed (child): ………………………………        Name (child): …………………………..………………………

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## Parent/Carer – Remote Learning and Communication Acceptable Use Agreement

- I will make the school aware if my child is ill or otherwise unable to complete the work set and/or engage in remote learning/live sessions, prior to any sessions

- I will seek help from school if I/my child is having trouble accessing the work set

- I will be respectful when making any complaints or concerns known to staff

- I will support, encourage and supervise my child to the best of my ability

- I will encourage my child to access the chosen platform/s

- I will not record, screenshot or copy any information, messages, videos, tasks, or posts and/or share on any social media/any other platform and/or use for any purpose other than that intended

- I will not forward any meeting invites to anyone else

- I will not share any log-in details, including passwords and/or invite codes/links

- I will be mindful of the mental well-being of both myself and my child and encourage my child to take regular breaks, play games, get fresh air and relax

- I understand that children from different year groups will have different work set, and that this may include live and/or pre-recorded sessions

- I understand that my support will be needed throughout any remote learning sessions, especially for certain age groups

- I will report any worries or concerns to the Designated Safeguard Lead/Headteacher (Miss Lewis) via e-mail (headteacher@endonhall.staffs.sch.uk), in line with our Safeguarding & Child Protection Policy.


Parent/Carer Signature: ……………………………………….          Date: ………………………


Parent/Carer Name: (Printed): …………………………………………………………………………….


Name of child/children: ………………………………………………………          Year Group/s: ……………

<span style="color:red">**Endon Hall Primary & Nursery School**</span>

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## Remote Learning – Overview of session expectations

- video cameras must remain ON at all times, for safeguarding purposes

- no green screens/screensavers are to be used when attending any live sessions

- microphones must be OFF unless you are asked to put it on

- only put a comment in the comment box if you're ASKED to

- use the 'Hands up' feature if you do have a question/comment

- only sign in using the parent/carer/child e-mail address that the invite was sent to, unless agreed directly with the teacher

- do not forward any meeting invites to anyone

- do not share any log-in details, including passwords and/or invite codes/links

- if a sign in occurs from an e-mail address that isn't listed, access will not be granted. Teaching staff will have prior knowledge of all permitted e-mail addresses before a live session begins.

- children/parents must only communicate with the teacher/member of staff, not with each other,

  unless asked to do so by the member of staff

- do not record, screenshot or copy any information, messages, videos, tasks, or posts and/or share on any social media/any other platform and/or use for any other purpose than that intended

- be sat in an appropriate position and place for learning e.g. sat at a desk or table