All Saints Church of England Primary School Acceptable Use Policy (AUP) for Remote Learning and Online Communication
Reviewed July 2022

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

Leadership Oversight and Approval

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Suite, Google Classroom, Google Meet, to assist with remote teaching where necessary.

1. Remote learning will only take place using Google Classroom. The School has enabled the most up to date security and privacy features which these Online Platforms provide.
2. Staff will only use Google classroom accounts which are managed by All Saints C of E Primary School 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 Jane Hall, Designated Safeguarding Lead (DSL).
    - Staff will use work provided equipment where possible

    - In the case of Google Classroom and Google Meet, parents/carer need to grant access for their child to have a school Gmail address, such as: first name.surname@all saintsceprimary.co.uk
    - Parents/carers will be provided with the password and will be expected to monitor their child’s use of the Gmail address and Online Platforms
    - Parents/carers must need also to agree to monitor their child’s participation in any such lessons provide by our school and conducted on the Online Platforms.

3. Online contact with learners and parents/carers will not take place outside of the school operating times as defined by the Headteacher and the Governing Body
4. Live streamed remote learning sessions will only be held with the approval and agreement from the headteacher.

Data Protection and Security

5. All remote learning and any other online communication will take place in line with current school confidentiality expectations.
6. All participants will be made aware that Google Classroom records every activity.
7. 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.
8. Only members of All Saints C of E Primary School community will be given access to Google Classroom.

9. Access to Google Classroom will be managed in line with the school's current IT security expectations as outlined in the Online Safety and Acceptable Use Policy.

Session Management

10. Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised during school hours.
11. Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden.
12. Appropriate privacy and safety settings will be used to manage access and interactions.
13. When live streaming with learners:
    - contact will be made via each learners' Google Classroom accounts.
    - staff will mute/disable learners' videos and microphones.
    - all sessions will be recorded.
14. A pre-agreed email detailing the session expectations will be sent to those invited to attend.
    - Access links should not be made public or shared by participants, staff and pupils.
      - Learners and parents/carers should not forward or share access links.
      - If learners/parents/carers believe a link should be shared with others, they will need to 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 appropriate they will be supervised by a parent/carer or another appropriate adult.

Behaviour Expectations

15. Staff will model safe practice and moderate behaviour online during remote sessions and online learning as they would be expected to do in their classrooms in school.
16. All participants are expected to behave in line with the existing All Saints C of E Primary School policies and expectations. This includes:

    All Saints C of E Primary School Rules, Aims and Church Values
    All Saints C of E Primary School Technology Charter
    All Saints C of E Primary School Social Media Policy, Safe Internet Policy, Code of Conduct, National Teachers' Standards.
    Keeping Children Sfae in Education, KCSIE September 2020.
17. Staff will remind attendees/pupils online of the school's behaviour expectations and reporting mechanisms at the start of the session.
18. When sharing videos and/or live streaming, all participants are required to:
    - wear appropriate dress.
    - 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.
19. Educational resources will be used or shared as part of our existing teaching and learning policies and will take into account licensing and copyright agreements.
20. Pupils will be reminded that they must not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
21. Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
22. Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
23. Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

Policy Breaches and Reporting Concerns

24. Participants are encouraged to report concerns during remote sessions:

25. 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 Jane Hall DSL/Headteacher.
26. Inappropriate online behaviour will be responded to in line with existing policies, such as: The Acceptable Use of Technology, Safeguarding, allegations against staff, Anti-bullying and Behaviour. Sanctions will be used for the deliberate misuse and will follow the school's sanctions/consequences. Severe breaches may require police and safeguarding intervention.
27. Any safeguarding concerns will be reported to Jane Hall, the Designated Safeguarding Lead, in line with our Safeguarding Policy and Child Protection Policy.

I have read and understood the All Saints C of E Primary School Acceptable Use Policy (AUP) for remote learning.

Staff Member Name: ……

Date……

Dear Parent(s)/ Carer(s),

The staff and Governors of All Saints C of E Primary School have reviewed the school's Acceptable Use Policy (A.U.P) which relates to online learning. Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

Acceptable Use Policy Permission Slip

Name of child/pupil: _____Class/Year: _____

Parent/Carer, As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child to access the Internet for online learning at home.

Parent/Carer Signature: _____ Date: _____