

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

## Lamberhurst St Mary's School Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of school/setting name community when taking part in remote learning following any full or partial school/setting closures.

### Leadership Oversight and Approval

1. Remote learning will only take place using Microsoft 365/Teams
  - Microsoft 365/Teams has been assessed and approved by the headteacher.
  - Staff will only use school managed accounts with pupils and/or parents/carers. Use of any personal accounts to communicate with pupils and/or parents/carers is not permitted.
  - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Mrs Caroline Bromley, Headteacher and Designated Safeguarding Lead (DSL).
  - Staff are advised to use work provided equipment where possible e.g. a school laptop, tablet, or other mobile device, however home devices can be used for communication purposes and accessing the internet.
2. Online contact with pupils and/or parents/carers will not take place outside of the operating times as defined by SLT. Agreed times are: 9am – 3.30pm, unless a specific meeting is authorised by HT or DHT.
3. All remote lessons will be formally timetabled; the DSL is able to drop in at any time.
4. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher and from the school premises.

### Data Protection and Security

5. Any personal data used by staff and captured by Microsoft 365/Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy, a copy of which is stored on the Teacher Area of the school server.
6. All remote learning and any other online communication will take place in line with current school confidentiality expectations.
7. All participants will be made aware that Microsoft 365/Teams records activity.

8. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by the Headteacher and in line with our data protection policy requirements.
9. Only members of Lamberhurst St Mary's School community will be given access to Microsoft 365/Teams.
10. Access to Microsoft 365/Teams will be managed in line with current IT security expectations as outlined in our online safety policy.

## **Session Management**

11. Staff will record the length, time, date, and attendance of any sessions held in their Daily Planner.
12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - Language filters, disabling/limiting chat, staff not permitting pupils to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.
13. When live streaming with pupils:
  - contact will be made via pupils' school provided logins.
  - staff will mute/disable pupils' videos and microphones which will be allowed under staff control at specific times. This is likely to vary based on age and ability of pupils.
14. Live 1 to 1 sessions will only take place with approval from the headteacher and if a parent/carer or another approved member of staff is present in the room if possible, (however, this may not be appropriate if providing counselling or safeguarding support) and the session is auditable.
15. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
  - Access links should not be made public or shared by participants. If relevant to system being used.
  - Pupils and/or parents/carers should not forward or share access links.
  - If pupils/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
  - Pupils 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.
16. Alternative approaches and/or access will be provided to those who do not have access to a device, including hard copies of books and work.

## **Behaviour Expectations**

17. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
18. 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.
19. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
20. When sharing videos and/or live streaming, participants are required to:
  - wear appropriate dress.
  - ensure backgrounds of videos are neutral/classroom background or blurred.
  - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
21. 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**

22. Participants are encouraged to report concerns during remote or live streamed sessions by reporting concerns to the teacher running the session or telling a parent/carer.
23. 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 name and role.
24. 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.
25. Any safeguarding concerns will be reported to Mrs Caroline Bromley, Headteacher and Designated Safeguarding Lead, in line with our child protection policy.

**I have read and understood the Lamberhurst St Mary's School  
Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name: .....

Date: .....

## Lamberhurst St Mary's School Pupil Remote Learning AUP

1. I understand that:

- these expectations are in place to help keep me safe when I am learning at home using Microsoft 365/Teams
- I should read and talk about these rules with my parents/carers.
- remote learning will only take place using Microsoft 365/Teams and during usual school times.
- My use of Microsoft 365/Teams is monitored to help keep me safe.
- Only members of Lamberhurst St Mary's School community can access Microsoft 365/Teams I will only use my school provided login to access remote learning.
- I will use privacy settings as agreed with my teacher/set up the school/setting.
- I will not share my login/password with others
- I will not share any access links to remote learning sessions with others.

2. When taking part in remote learning I will behave as I would in the classroom.

- When taking part in live sessions I will:
- Mute my video and microphone.
- wear appropriate clothing and be in a suitable location.
- ensure backgrounds of videos are neutral and personal information/content is not visible.
- Use appropriate alternative backgrounds.
- Attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
- attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

3. If I am concerned about anything that takes place during remote learning, I will:
- Report my concerns to the member of staff running the session, tell a parent/carer or other trusted adult at home.
4. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously.

**I have read and understood the Lamberhurst St Mary's School Acceptable Use Policy (AUP) for remote learning**

Name: ..... Signed: ..... Year: .....

Name: ..... Signed: ..... Year: .....

Name: ..... Signed: ..... Year: .....

Name: ..... Signed: ..... Year: .....

Date: .....

Parent/Carers Name: .....

Parent/Carers Signature: ..... Date.....