



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

## Guidance Notes

This template is provided for schools, colleges and other educational settings using remote learning, including live streaming, and other forms of online communication to adapt to reflect their expectations and boundaries.

### 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](#)'
- Thomas Gray Behaviour Policy <http://thomasgrayprimary.co.uk/wp-content/uploads/2020/12/THOMAS-GRAY-BEHAVIOUR-POLICY-2020.pdf>
- Thomas Gray Online Safety Policy <http://thomasgrayprimary.co.uk/wp-content/uploads/2021/01/Online-Safety-Policy-2020.pdf>
- Thomas Gray Social Media and Mobile Networking Policy <http://thomasgrayprimary.co.uk/wp-content/uploads/2021/01/Thomas-Gray-Social-Media-and-Mobile-Networking-Policy-2020-UPDATED.pdf>
- 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

This template specifically addresses safer practice when running formal remote learning, including live streaming, but could also apply to other online communication, such as remote parent meetings or pastoral activities. However, there is no expectation that staff should run formal live streamed sessions or provide pre-recorded videos; settings should implement the approaches that best suit the needs of their community and staff following appropriate discussions.

The AUP should be completed following a thorough evaluation of remote learning tools with approval from leadership staff. We recommend settings use existing systems and/or education focused platforms where possible, and that staff only use approved accounts and services to communicate with learners and/or parents/carers.

Additional information and guides on specific platforms can be found at:

- <https://coronavirus.lgfl.net/safeguarding>

- <https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/>

Although intended for initial use with staff, settings may wish to adapt the content to create alternative versions, for example to share with learners and parents/carers.

### Leadership Oversight and Approval

1. Remote learning will only take place using **Google Classroom, Seesaw, Purple Mash and Zoom**.
  - **The above** has been assessed and approved by **the headteacher/a member of Leadership Team (SLT)**.
2. Staff will only use **school** managed **chromebooks and filtering**, approved professional accounts with learners **and** parents/carers.
3. **Staff will use school accounts and settings all times. They will record zoom sessions when necessary and also have another member of staff present.**
  - 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 **name**, Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible – **staff will use password protected school equipment at all times.**
4. Online contact with learners **and/or** parents/carers will not take place outside of the operating times as defined by SLT:
5. 8.30am – 3.30pm (1:1 online sessions will be arranged with an SLT member.)
6. All remote lessons will be formally timetabled and sent to SLT; **a member of SLT** is able to drop in at any time.
7. Live streamed remote learning sessions will only be held with approval and agreement from **Mrs Rimmer (Headteacher)**

### Data Protection and Security

8. Any personal data used by staff and captured by **Our Sefton Agyllis Filtering** when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy
9. All remote learning and any other online communication will take place in line with current **school** confidentiality expectations as outlined in **Online Safety** policy.
10. All participants will be made aware that **our filtering and password** records activity.
11. Personal ICT equipment is not permitted for use by school.
12. Only members of Thomas Gray Primary School community will be given access to **our Google Account and Zoom**.
13. Access to **Google Classroom, Zoom, Seesaw and Purple Mash** will be managed in line with current IT security expectations as outlined in **our online safety policy**.

## Session Management

14. Staff will record the length, time, date and attendance of any sessions held. (weekly reports to be sent to SLT)
15. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - **Limit chat**
  - **Limit Zoom sessions depending on lessons**
16. When live streaming with learners:
  - contact will be made via learners' **Thomas Gray** provided email accounts **and/or** logins. **Parents will be contacted via text or email.**
  - contact will be made via a parents/carer account.
  - staff will mute/disable learners' videos and microphones if needed or to limit behaviour or conversations.
  - at least 2 members of staff will be present or **if working from home this will be recorded by a staff member and all parents/carers/children will be informed of this.**
17. Live 1 to 1 sessions will only take place with approval from the **headteacher/a member of SLT.**
18. A pre-agreed **invitation/email or text** 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**
    - 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.
19. Alternative approaches **and/or** access will be provided to those who do not have access. **We are loaning devices for access such as chromebooks or iPads (so please contact school if this is needed)**

## Behaviour Expectations

20. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
21. All participants are expected to behave in line with existing **Thomas Gray Behaviour** 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.**
  - **Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.**
22. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
23. When sharing videos and/or live streaming, 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.**
24. 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**

25. Participants are encouraged to report concerns during remote **and/or** live streamed sessions
26. 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 **a member of SLT.**
27. 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 or contacting police if a criminal offence has been committed.**
28. Any safeguarding concerns will be reported to Mrs Rimmer, Designated Safeguarding Lead, in line with our child protection policy.
29. We also have a safeguarding team of Deputy Safeguarding Leads Details and e-mails are below....

Mrs R Rimmer (Headteacher/ Safeguarding Lead)  
[head@thomasgrayprimary.co.uk](mailto:head@thomasgrayprimary.co.uk)

Mrs M Williams (Assistant Headteacher/Deputy Safeguarding Lead)  
[mwilliams@thomasgrayprimary.co.uk](mailto:mwilliams@thomasgrayprimary.co.uk)

Mrs H Melia (Pastoral Officer/Deputy Safeguarding Lead)  
[hmelia@thomasgrayprimary.co.uk](mailto:hmelia@thomasgrayprimary.co.uk)

Miss A Bell (E-Safety/Computing Lead/Remote Learning Lead)  
[abell@thomasgrayprimary.co.uk](mailto:abell@thomasgrayprimary.co.uk)

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

Staff Member Name: .....

Date.....