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

Springfield Junior School

Leadership Oversight and Approval

1. Remote learning will only take place using Google Classroom.
   - Google Classroom has been assessed and approved by the headteacher and Senior Leadership Team (SLT).
2. Staff will only use school managed accounts created using Google Classroom, approved professional accounts with learners and parents/carers.
   - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted. Staff will continue to use the class Google email accounts to communicate with the class teacher e.g. *3b@springfieldjuniors.net*
     - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Mrs Louise Everitt, Designated Safeguarding Lead (DSL).
   - Staff will use work provided equipment where possible e.g. laptops or iPads. There may be instances when staff will use other personal devices at home to record videos. These pre-recorded videos or documents, however, will be held on the school's GDrive and will not be kept on personal devices
3. Online contact with learners and parents/carers will not take place outside of the operating times as defined by SLT:
   - 8:00am – 4:00pm
4. All remote lessons will be formally timetabled; staff, parents and pupils have been provided with an overview of when these video calls will be taking place. Live lessons will be hosted on the same day, and time, each week.
5. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher/a member of SLT. All live lessons will be held using the Google Classroom platform.

Data Protection and Security

6. Any personal data used by staff and captured by Google Classroom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy (**https://www.childrensendeavourtrust.org.uk/uploads/1/0/7/5/107500343/cet_data_protection_policy.pdf**).
7. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in the Remote Learning Policy, IT Acceptable Use and Safeguarding Policy.
   - Parents and pupils can
8. Staff will record children's attendance to live lessons. The lesson content, including participation, will not be recorded. Work submitted by pupils will also be tracked using Google Classroom.
9. Only members of Springfield Junior School community will be given access to Google Classroom.
10. Access to Google Classroom will be managed in line with current IT security expectations as outlined in the ICT Acceptable Use Policy.

11. Pupils and staff are expected to use strong passwords when accessing Google Classroom. Staff are expected to log off and lock devices when not in use.

Session Management

12. Staff will record the length, time, date and attendance of any sessions held. This data will be held within the shared area of Gdrive and will use first names only.
13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
    o The class teacher will monitor the attendance of live lessons. If there is inappropriate behaviour being exhibited, the class teacher will remove the pupil from the live lesson and take appropriate action, including speaking to the DSL or making a safeguarding concern using CPOMs.
14. When live streaming with learners
    o contact will be made via learners' Google accounts and logins. The time and date of any live lessons will only be shared with those pupils within the class bubble.
    o staff will mute/disable learners' videos and microphones. There may be periods of the lesson when the class teacher will speak with pupils and also allow questions to be asked.
15. Live 1 to 1 sessions will not take place and these live sessions will only ever be led with a whole class.
16. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.
    o Access links will never be made public or shared by participants.
        ▪ 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 discuss this with the member of staff running the session first.
    o 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.
17. Alternative approaches and/or access will be provided to those who do not have access. Paper copies for home learning may be available for those who do not have access. However, the school will provide alternative options of electronic devices which can be loaned or purchased.

Behaviour Expectations

18. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
19. All participants are expected to behave in line with existing school policies and expectations. This includes:
    o Appropriate language will be used by all attendees.
    o Staff will not take or record images for their own personal use.
    o 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.
20. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
21. When sharing videos and/or live streaming, participants are required to:
    o wear appropriate dress.
    o ensure backgrounds of videos are neutral (blurred if possible).
    o ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

22. 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

23. Participants are encouraged to report concerns during remote or live streamed sessions:
    o Children, in the first instance, should report concerns to a parent/carer within the household. These reports should then be forwarded to the child's class teacher.
24. 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 Mrs Louise Everitt, Headteacher and DSL.
25. 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. These can be reported to Mr Scott Reynolds, Online Safety Lead.
    o Sanctions for deliberate misuse will be dealt with inline with the school's behavior/ICT policy. More serious cases will be reported to the relevant agencies.
26. Any safeguarding concerns will be reported to Mrs Louise Everitt, Designated Safeguarding Lead, in line with our child protection policy.

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

Staff Member Name: ………………………………………………………………..

Date………………………….