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**Acceptable Use Policy**

**for Remote Learning and Online Communication**

In caring about excellence and each other, and in promoting enjoyment and happiness through fulfilment, the members of Longton Primary School community believe in

**CARE through respect, support and togetherness**

**GROW through choice, opportunity and imagination**

**SHINE through challenge, achievement and celebration**

**Leadership Oversight and Approval**

1. Remote learning will only take place using Google GSuite
   * Google GSuite has been assessed and approved by the headteacher and a recommend platform from the DFE.
2. Staff will only use school managed accounts with learners and parents/carers.
   * Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
   * Staff will only use work provided equipment e.g. a school laptop or tablet.
3. Online contact with learners and parents/carers will not take place outside of the operating times as defined by SLT:
   * 8.30 - 3.30
4. All remote lessons will be formally timetabled; the Headteacher 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 in relation to the agreed timetable**.**

**Data Protection and Security**

1. Any personal data used by staff and captured by Google Gsuite when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy
2. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in remote learning policy.
3. All participants will be made aware that Google G Suite records activity. All teachers must record every live session using the Google Meet recording function. This is store on the teachers laptop or iPad.
4. 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.
5. Only members of Longton Primary community will be given access to Google Gsuite.
6. Access to Google GSuite will be managed in line with current IT security expectations as outlined in remote learning policy.

**Session Management**

1. Staff will record the length, time, date and attendance of any sessions held. This will be shown on Google Calendar and the record of the recordings on the teachers computer.
2. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
   * Goole email has been disabled, stream has been disabled and pupils are not able to organise their own Meetings. Learners are not permitted to share screens,they must keep meeting IDs private, use of waiting rooms for each meeting takes place.
3. When live streaming with learners:

**I have read and understood <** **school/setting name> Video Conferencing and/or Live Communication Acceptable Use Policy (AUP).**

**Learner/Parent/Carer**

Child’s Name……………………………………………………………………………………………...

Class…………………………

Parent/Carers: ……………………………………………......................................................

Date (DDMMYY)………………………………………………...

**Staff**

Name: …………………………………………………………………………………………………

Date (DDMMYY)………………………………………………...

* + contact will be made via learners’ GSuite accounts via Google classroom and Google Calendar
  + staff will mute/disable learners’ microphones, however video with be enabled to allow staff to interact with each pupil.

1. Live 1 to 1 sessions will only take place with approval from the headteacher. A parent/carer must be present in the room and the session is recorded.
2. A pre-agreed invitation on the google calendar detailing the session expectations will be sent to those invited to attend.
   * Access links should not be made public or shared by participants.
     + Learners and/or parents/carers should not forward or share access links.
   * 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.
3. Alternative approaches and access will try to be provided to those who do not have access depending on the number of children in lockdown learning and IT equipment the DFE will provide for those pupils.

**Behaviour Expectations**

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing Longton Primary 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.
   * Attendees cannot record events for their own use.
3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
4. 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.
5. 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**

1. Participants are encouraged to report concerns during remote and live streamed sessions:

To the Headteacher or class teacher.

1. 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 Brown the Headteacher who will then contact the pupils parents.
2. 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, contacting police if a criminal offence has been committed.

Any safeguarding concerns will be reported to Mrs Brown, Designated Safeguarding Lead, or Deputy DSL Mr Pearson or Mrs Fletcher

**I have read and understood Longton Primary Schools** **Acceptable Use Policy (AUP) for remote learning.**

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

Date………………………….

Log for Live Google Classroom Sessions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Member of Staff | Time Started | Time Attended | In Attendance |
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