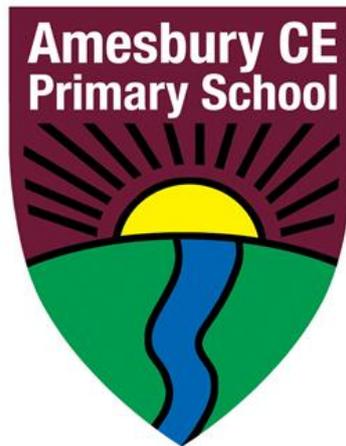


# Amesbury CE Primary School

“Whatever you do, work at it with all your heart” Col 3:23



*Kindness* ◇ *Dignity* ◇ *Endurance*

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

Appendix 1

*This policy addendum is underpinned by our school vision to allow all members of the community to be the best versions of themselves possible through our Christian values of dignity, kindness and endurance, leading to learners who work hard and show compassion.*

### 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

Remote learning will only take place using Amesbury CE Primary School online learning platforms, which have been approved by the Interim Headteacher.

1. Staff will only use school managed or specific, approved professional accounts 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 the Interim Headteacher, Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible e.g. a school laptop, tablet or other mobile device.
2. All remote sessions will be formally timetabled; a member of SLT, DSL is able to drop in at any time.
3. Live streamed remote learning sessions will only be held with approval and agreement from the Headteacher/a member of SLT.

### Data Protection and Security

4. Any personal data used by staff and captured by the Learn platform when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
5. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in the Privacy, Child protection and Online safety
6. 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.
7. Only members of Amesbury Primary School community will be given access to the Learn platform.
8. Access to the Learn platform will be managed in line with current IT security expectations.

### Session Management

9. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - use of waiting rooms
  - limiting chat
  - keeping meeting ID's private
  - contact will be made via learners' school logins.
  - staff will mute/disable learners' videos and microphones as appropriate.
  - 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
10. A pre-agreed invitation 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.
  - 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.

### **Behaviour Expectations**

11. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
12. All participants are expected to behave in line with existing Amesbury CE Primary School policies and expectations.
13. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
14. 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.
15. 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**

16. In line with current school policies, participants are encouraged to report concerns during remote or live streamed sessions
17. 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 the Head teacher.
18. 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.

**Any safeguarding concerns will be reported to the Interim Head teacher, Designated Safeguarding Lead, in line with our child protection policy.**