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

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Headteacher: Mrs Barbara Conroy  
Name: Mrs Anna Glass  
Date: January 2021  
Review Date: January 2022

# Queenborough School and Nursery Acceptable Use Policy for Remote Learning and Online Communication

## **Introduction**

During periods of school closure, Queenborough School & Nursery will be maintaining regular online contact between our staff, parents and learners to help maintain a sense of routine and provide access to educational and pastoral support. Technology use during this time will be carefully managed by leaders in order to safeguard everyone involved.

## **Leadership Oversight and Approval**

- Remote learning will take place using a blend of live sessions delivered via Zoom, pre-recorded content shared on Tapestry and independent tasks which will be uploaded to the school's website.
- Staff will only use Queenborough School & Nursery approved professional accounts with learners and parents/carers.
  - Use of any personal accounts to communicate with learners and parents/carers is not permitted.
  - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Mrs Barbara Conroy, Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet or other mobile device.
- Online contact with learners and parents/carers will not take place outside of the operating times as defined by SLT:
  - Remote Learning 9.00am – 3.00pm
  - Online Communication 8.00 – 8.00pm
- All remote lessons will be formally timetabled; a member of the Senior Leadership Team is able to drop in at any time.
- Live streamed remote learning sessions will only be held with approval and agreement from Mrs Barbara Conroy or Mr Jason Howard.

## **Data Protection and Security**

- All remote learning and any other online communication will take place in line with current Queenborough School and Nursery's confidentiality expectations as outlined in our GDPR Policy. The school will ensure that a Data Sharing agreement exists between the school and any online platform used for remote learning.
- Live lessons will not be recorded.
- 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.

- Only staff, parents and pupils of Queenborough School & Nursery will be given access to Zoom meetings.
- Access to Zoom will be managed in line with current IT security expectations as outlined in our Online Safety Policy.

## Session Management

Staff will record the attendance of any sessions held. Class Teachers will upload this information to the shared engagement monitoring spreadsheet that is saved on SharePoint. SLT will review this daily. The times, dates and durations of sessions will be pre-agreed between Class Teachers and the Senior Leadership Team and there will be no variation from these arrangements without prior consent.

- Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - Disabling/ limiting the chat function when this is not needed;
  - Ensuring that pupils' chat comments can only be seen by the Class Teacher and not the entire group;
  - Muting all participant until they are required to talk;
  - Not allowing participants to share screens;
  - Keeping meeting IDs and passcodes private and not circulating these beyond the school community;
  - Use of waiting rooms prior to the meeting.
- When live streaming with learners:
  - Contact will be made via a parents/carer account;
  - Staff will mute/disable learners' videos and microphones throughout the lesson and will only be allowed under staff control at specific times, dependent on the lesson content;
  - SLT will be aware the location that staff are leading Zoom lessons and this will be in a public area of the school;
  - If this is not possible, for example if a member of staff is required to lead a session from home, SLT approval will be sought and a risk assessment carried out.
- Session details will be sent out at the start of term to parents outlining the joining information.
  - Access links should not 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;
  - Learners are encouraged to attend lessons in a shared/communal space or room with an open door and appropriately supervised by a parent/carer or another appropriate adult.

## Behaviour Expectations

- Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

- All participants are expected to behave in line with existing Queenborough School & Nursery's policies and expectations. This includes:
  - Appropriate language will be used by all attendees.
  - Staff and learners will not take or record images/videos for their own personal use.
- Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of each session.
- 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.
- 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**

- Participants are encouraged to report concerns during remote and live teaching sessions:
  - Children will be encouraged to share any concerns with their parents/carers if they do not wish to discuss these publicly on Zoom. Parents/ carers can then relay these to the school.
  - Staff members should report concerns to a member of the Senior Leadership Team or, in the event of a Safeguarding concern, the DSL.
  - Parents should direct any concerns to the Class Teacher in the first instance and then a member of the Senior Leadership Team if this cannot be resolved.
- If inappropriate language or behaviour takes place, participants involved may be removed by staff, the session may be terminated, and concerns will be reported to Mrs Barbara Conroy, Headteacher or Mr Jason Howard, Deputy Headteacher.
- 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 will be aligned with the school's Behaviour Policy and in discussion with parents/carers.
- Any safeguarding concerns will be reported to a member of the school's Safeguarding Team: Mrs Barbara Conroy, Mr. Jason Howard, Mrs. Clare Bush, Mrs. Karen Williams, Mrs. Anna Glass, Mrs. Ashleigh Ash or Mrs. Christina Tomlin in line with our Safeguarding and Child Protection policy.

**I have read and understood the Queenborough School and Nursery Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name: .....

Date.....

Headteacher: Mrs Barbara Conroy

Name: Mrs Anna Glass

Date: January 2021

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