

The Maplesden Noakes School
Acceptable Use Policy (AUP)
for Remote Learning and Online Communication

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

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/>

Acceptable Use Policy (AUP)

for Remote Learning and Online Communication

Leadership Oversight and Approval

1. Remote learning will only take place using Microsoft Teams.
 - **Microsoft Teams** has been assessed and approved by the Headteacher.
2. Staff will only use school managed accounts with 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 J Usher, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible.
3. Online contact with learners and /or parents/carers will not take place outside of the operating times as defined by SLT:
 - **08.30 – 14.10**
4. All remote lessons will be formally timetabled.
5. Live streamed remote learning sessions will only be held with approval and agreement from the Headteacher.

Data Protection and Security

6. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in the Acceptable Use Policy.
7. All participants will be made aware that Microsoft Teams records activity.
8. Only members of The Maplesden Noakes School community will be given access to Microsoft Teams.
 - Access to Microsoft Teams will be managed in line with current IT security expectations as outlined in the Acceptable Use Policy: staff are reminded to use strong passwords and to log off or lock devices when not in use.
9. The recorded lesson is stored on MNS' private VLE. The capture of live streamed content is managed safely and in line with data protection obligations. Recordings will be deleted once there is a full return from Covid-19 to school for all students.
10. A request to view video recordings must be reasonable and relate to the purpose of the initial recording, in this case 'safeguarding'. Staff have been informed that they must contact the safeguarding team if access is required.
11. Requests by students/parents to view the recorded lesson after it has been streamed is not permitted. Consent forms specifically indicate that this will not be authorised.

Session Management

12. Staff will record the length, time, date and attendance of any sessions held. This requires staff to record their video lesson in Microsoft Teams.
13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - disabling/limiting chat, and staff not permitting learners to share screens.
14. When live streaming with learners:
 - contact will be made via learners' school provided email accounts and/or logins.
 - staff are able to mute/disable learners' videos and microphones.

15. Live 1 to 1 sessions will only ever take place with explicit approval from the headteacher.
16. A pre-agreed invitation / email 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 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.
17. Alternative approaches and/or access will be provided to those who do not have access.

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:
 - Appropriate language will be used by all attendees.
 - Staff will not take or record images for their own personal use.
 - Participants must not record events for their own use.
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:
 - 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.
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 and/or live streamed sessions:
 - Students should report any concerns to the member of staff running the session or to a parent / carer.
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 the Senior Leadership Team.
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.
 - Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.
26. Any safeguarding concerns will be reported to the Safeguarding Team, in line with our child protection policy.

I have read and understood The Maplesden Noakes School's Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....