

## Acceptable Use Policy (AUP) for Remote Learning and Online Communication (Covid-19)

**As a professional organisation with responsibility for children’s safeguarding it is important that all members of the Ifield School community are fully aware of the Ifield School boundaries and requirements when using the online communication, and take all possible and necessary measures to protect data from unauthorised access and abuse.**

**This is not an exhaustive list and all members of the Ifield School community are reminded that technology use should be consistent with our ethos, other appropriate policies and the law. All students working in school will be supervised by teaching staff.**

### Leadership Oversight and Approval

1. Remote learning will take place using Microsoft Teams or SKYPE
  - This has been assessed and approved by Maddy Jones.
2. Staff will only use Ifield School managed or specific, approved professional accounts with learners and/or 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 Joe White Designated Safeguarding Lead (DSL).
  - Staff will use Ifield school provided equipment where possible e.g. a school/setting laptop, tablet or other mobile device.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
  - 8:00am - 5:00pm.
4. Live streamed remote learning sessions will only be held with approval and agreement from Maddy Jones.

### Data Protection and Security

5. All remote learning and any other online communication will take place in line with current school/setting confidentiality expectations as outlined in safeguarding policy.
6. Only members of Ifield School community will be given access to Microsoft Teams.
7. Access to Microsoft Teams will be managed in line with current IT security expectations as outlined in the acceptable use policy.

### Session Management

8. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - Language filters
  - Admin removing learners if inappropriate content displayed
  - At least 2 members of staff will be present.
    - If this is not possible, SLT approval will be sought.
9. Live 1 to 1 session will only take place with approval from a member of SLT. These need to be planned in advance and SLT notified of the purpose via email. A parent or carer should be present and a second member of staff in the room.
10. A pre-agreed 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/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.

- 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.
11. Alternative approaches and/or access will be provided to those who do not have access.

### **Behaviour Expectations**

12. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
13. All participants are expected to behave in line with existing Ifield 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.
  - 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.
14. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
15. 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.
16. 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**

17. Participants are encouraged to report concerns during remote and/or live streamed sessions:
- Phone call to school
  - Request to speak to a DSL
  - Completion of yellow form
18. 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 Joe White
19. 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.
20. Any safeguarding concerns will be reported to Joe White, Designated Safeguarding Lead, in line with our child protection policy.

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

Staff Member Name: .....

Date.....