



**Acceptable Use Policy for Remote Learning  
January 2021**

## Staff Acceptable Use Policy for Remote Education

### 1. Leadership Oversight and Approval

- 1.1 Remote learning will only take place using the Microsoft 365 suite with user accounts provided by the school.
- 1.2 Staff and learners will only use school managed, professional accounts with learners and/or parents/carers. The use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
- 1.3 Online contact with learners and/or parents/carers will not take place outside of normal school operating times (8.30am and 3.30pm).
- 1.4 All remote lessons will be formally timetabled; the Headteacher or a member of the Senior Leadership Team in school is able to drop in on any session, at any time.

### 2. Data Protection and Security

- 2.1 Any personal data used by staff and captured by Office 365 when delivering remote learning will be processed and stored with appropriate consent and in accordance with our school data protection policy (available on each school's website).
- 2.2 Live lessons may be recorded so that pupils can access them independently after the session. Sessions will record the shared screen and the discussion. Videos will be uploaded to the school's secured Microsoft 365 suite for reference and staff training only.
- 2.3 Staff will not record lessons or meetings using personal equipment.
- 2.4 Only members of Princess May Primary School community will be given access to the school's Microsoft 365 platform.
- 2.5 Access to Microsoft 365 will be managed in line with current IT security expectations as outlined in the school's [E Safety Policy](#).

**Commented [MH1]:** Requires updating now that school email is not provided and managed by HLT.

### 3. Live Sessions

- 3.1 Staff will record the length, time, date and attendance of any sessions held. Detail how and where this information should be stored.
- 3.2 Appropriate privacy and safety settings will be used to manage access and interactions. Each live meeting will be set up so that learners cannot enter until admitted by the member of staff who is organising the meeting. Learners will be assigned Microsoft Teams 'Attendee' role for all meetings.
- 3.3 A Parent/Carer is expected to be present in the room when live lessons are taking place to support their child in managing their online behaviour.
- 3.4 Meeting access will be limited to learners who have a school provided Microsoft 365 account.
- 3.5 Alternative approaches and/or access will be provided to those who do not have access to the appropriate technology to access these lessons.

### 4. Behaviour Expectations

- 4.1 Staff will model safe practice and good behaviour online during remote sessions as they would in the classroom.
- 4.2 All participants are expected to behave in line with existing school behaviour for learning policy and interact as they would in a normal classroom environment.
- 4.3 All participants should be aware that all communications within the platform, including email and chat functions are monitored.
- 4.4 Staff will remind attendees of behaviour expectations and reporting mechanisms.
- 4.5 When sharing videos and/or live streaming, all participants are required to:

- wear appropriate dress
- ensure backgrounds of videos are neutral
- ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

4.6 Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

## **5. Best Practice**

5.1 All content shared with learners (inc. documents, PowerPoint slides and videos) will be checked for errors prior to sharing.

5.2 Content should be clearly organised according to the week and day it is taught.

5.3 Content should be uploaded before the session starts wherever possible (some sessions might however include resources for independent work that is generated in the session itself).

5.4 Independent work should be differentiated to meet the needs of all learners where necessary.

5.5 Channel chat functionality should not be used for casual chat by learners as this can make it difficult for school staff to notice important feedback and responses from learners.

5.6 Lessons should aim to include some interactivity where possible and practical. The use of spoken responses, responses typed to the chat window, online whiteboards (both shared and individual) should be considered.

## **6. Policy Breaches and Reporting Concerns**

6.1 Participants are encouraged to report any concerns during remote and/or live streamed sessions to their class teacher.

6.2 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 Headteacher who will speak with parents/carers to agree a positive resolution which protects all learners.

6.3 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.

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