

## Remote Learning Acceptable Use of Technology Appendix

With the introduction of remote learning into schools, it is important that we review our current online safety and acceptable use policies to encompass how we use technology safely and respectfully to support children's learning. We still adhere to the guidelines set out in our existing user agreements but need to add the following expectations for remote learning.

Please read the following statements and ensure that your children understand how to use technology safely and appropriately whilst at home.

### Etiquette for live meetings from home

- Remote learning will take place using Microsoft Teams, Google Classroom (Year 6) and Class Dojo during usual school times.
- When taking part in remote learning, pupils should behave as they would in the classroom; this includes not shouting out and being respectful of the other participants.
- Pupils should be appropriately dressed at all times.
- Pupils should ensure that they are joining meetings in a suitable location with an appropriate background (no personal information/content should be visible); this must not be in a public space.
- Pupils should close their laptops or device camera when they are not in use.
- 'Chat' is only permitted and possible during the live sessions and this will be monitored.
- All comments and 'chat' should be polite and appropriate.
- When joining a meeting, pupils may be muted or asked to mute themselves to ensure the session can be delivered. You can use the 'hands up' feature to indicate that you have a question or comment.
- It is forbidden to record any part of the session from home.
- Attend the session in full. If for any reason you cannot attend a session in full, let your teacher know.

### Early Years and Key Stage 1

- I understand that these expectations are in place to keep me safe when I am learning at home.
- I only use the internet when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I keep my personal information and passwords safe, without sharing them with others.
- I will only use my login details to access remote learning.
- I only send online messages that are polite and friendly.
- I know the school can see what I am doing online when I use school computers and tablets or while I am logged on to any school systems (such as Teams).
- I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy, or worried.
- I know that if I break the rules, I might not be allowed to use the school devices or systems

### KS2

- I understand that these expectations are in place to keep me safe when I am learning at home.
- I know that I will be able to use the internet for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to attend online sessions.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I only click on links and buttons online when I know what they do.
- I will only use my login details to access remote learning.
- I only send online messages that are polite and friendly. I will report any breach of this to an appropriate adult.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.

### Parents

- I have read and understood all of the above guidelines and will ensure that my child adheres to these.
- I have explained these guidelines to my child.
- I will support and monitor my child at an age appropriate level so that they can safely access remote learning.
- I am aware that any internet and technology use using school/setting equipment may be monitored for safety and security reasons, to safeguard both my child and the school/setting systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.

- I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of, or offend any member of the school community.
- I understand that a partnership approach to online safety is required. If the school/setting has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
- I understand that if I or my child do not abide by the Dowson Primary Academy Acceptable Use Policy, appropriate action will be taken. This could include sanctions being applied in line with the school/setting policies and if a criminal offence has been committed, the police being contacted.
- I know that I can speak to the Designated Safeguarding Lead (Mrs K Thornburn), my child's teacher or the Vice Principal (Mrs Lawrence) if I have any concerns about online safety.