

# Acceptable Use Agreement for Remote Learning and Online Communication:

Staff and Governor  
Acceptable Use Agreement / Code of Conduct

## Leadership Oversight and Approval

Remote learning will only take place using Microsoft 365 applications has been assessed and approved by **the headteacher: Mrs Louise Bury**

1. Staff will only use **the school's Microsoft 365 applications** 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 the Designated Safeguarding Lead (DSL) Mrs Louise Bury
  - Staff will use work provided equipment wherever possible. If devices are not available staff will ensure that they will follow the clear expectations that are in place in relation to safeguarding and data security when using personal devices e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc. Please refer to school policies <https://stjosephsworcester.co.uk/parents/policies>
2. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
  - School Hours 9:00 am to 3:30pm
  - Arrangements may be arranged outside the normal school day if required. For example: parent evening, staff meetings, Governor meetings.
3. All remote lessons will be formally timetabled; a member of SLT, SMT, SENCO, DSL and/or a subject coordinated will also be invited to enable them to drop in at any time.
4. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher/a member of SLT using Microsoft 365 applications

## Data Protection and Security

Any personal data used by staff and captured by Microsoft 365 applications when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy <https://stjosephsworcester.co.uk/parents/policies>

1. All remote learning and any other online communication will take place in line with current St Joseph's Catholic Primary School confidentiality expectations as outlined in School's policies:

- Code of Conduct
- Safeguarding Children Policy
- E-Safety Policy
- Internet Access
- Acceptable User Policy: Computing
- Whole school Mobile Phone Policy
- Data Protection Policy

<https://stjosephsworcester.co.uk/parents/policies>

2. Only members of St Joseph's Catholic Primary School community will be given access to Microsoft 365 applications
3. Access to Microsoft 365 applications will be managed in line with current IT security expectations as outlined in the school's E-Safety policy  
<https://stjosephsworcester.co.uk/parents/policies>

## Session Management

1. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - language filters,
  - use of waiting rooms/lobbies or equivalent.
2. When live streaming with learners:
  - contact will be made via learners' school email accounts **and/or** logins.
  - contact will be made via a parents/carer account.
  - staff will mute/disable learners' videos and microphones where appropriate and at least 2 members of staff will be present. If this is not possible, SLT approval will be sought.
3. Live 1 to 1 sessions will only take place with approval from Mrs Louise Bury or a member of the SLT
4. A pre-agreed **invitation** detailing the session expectations will be sent to those invited to attend.
  - 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.

## **Behaviour Expectations**

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing school policies (and expectations. Refer to above list). 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.
3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
4. 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.
5. 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**

1. Participants are encouraged to report concerns during remote **and/or** live streamed sessions:
  - Any reports must be recorded on MyConcern (the school's online safeguarding recording system)
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 Mrs Louise Bury or any member of the SLT and recorded on MyConcern.

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. Sanctions for deliberate misuse may include:
  - restricting/removing use, contacting police if a criminal offence has been committed.
4. Any safeguarding concerns will be reported to **Mrs Louise Bury**, Designated Safeguarding Lead, in line with our child protection policy.

**I have read and understood the St Joseph's Catholic Primary School Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name: .....

Date.....