



Acceptable Use Policy (AUP) for Remote Learning and Online Communication

Leadership Oversight and Approval

1. Remote learning will only take place using Teams.
 - Teams has been assessed and approved by the Head Teacher Rachel Colbourn.
 - Staff will only use school managed professional accounts with learners and parents/carers. It is recommended that staff use school managed systems where possible or are required to set up separate school approved professional accounts.
 - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
 - Use of contact numbers to communicate with learners and/or parents/carers is not permitted unless authorised by the Head Teacher. Any pre-existing relationships or situations which mean this cannot be complied with should be discussed with Rachel Colbourn Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible e.g. a school laptop. Where this is not possible, staff can take a laptop from the library and log on using 356 credentials.
 - Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT: 8:45-3:15 p.m. All remote lessons will be formally timetabled.
2. Live streamed remote learning sessions will only be held with approval and agreement from the Head Teacher.

Data Protection and Security

1. Any personal data used by staff and captured by Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
2. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in the Remote Learning Policy.
3. Staff, parents or pupils will not record lessons or meetings or share any details on social media.
4. Only members of Bramhope Primary School will be given access to Teams.
5. Access to Teams will be managed in line with current IT security expectations as outlined in the online safety policy.

Session Management

1. Staff will record the length, time, date and attendance of any sessions held.
2. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - Removing pupil's names at the end of the teaching session (so that they cannot access the chat facility outside of lesson time) and only admitting pupils via the lobby function.
 - When live streaming with learners:
 - contact will only be made via learners' school provided logins.
 - contact will only be made via a parents/carer account.
 - staff will mute/disable learners' videos and microphones
3. Live 1 to 1 sessions will only take place with approval from the Head Teacher and if a parent/carer is present in the room.
4. Wherever possible a second member of staff should also be on the session.
5. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.



Acceptable Use Policy (AUP) for Remote Learning and Online Communication

- Access links should not be made public or shared by participants.
 - Learners 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 when appropriately supervised by a parent/carer or another appropriate adult.
6. Alternative approaches and/or access will be provided to those who do not have access by loaning devices. Parents or carers should arrange this by contacting the school:
admin@bramhopeprimaryschool.co.uk

Behaviour Expectations

7. Staff will model safe practice and model behaviour online during remote sessions as they would in the classroom.
8. 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, parents or pupils will not take or record images for their own personal use.
9. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
10. 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.
11. 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

12. Participants are encouraged to report concerns during remote sessions: E.g. reporting concerns to the member of staff running the session, telling a parent/carer etc.
13. 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 Rachel Colbourn (DSL).
14. 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.
15. Any safeguarding concerns will be reported to Rachel Colbourn Designated Safeguarding Lead, in line with our child protection policy.

For all **staff members** please click on the [LINK](#) to confirm you have read and understood the Bramhope Primary School Remote Learning Acceptable Use Policy (AUP).

For all **parents and carers** please click on the [LINK](#) to confirm you have read and understood the Bramhope Primary School Remote Learning Acceptable Use Policy (AUP).