

Policy No	Blisworth Community Primary School
Version No 1	(Remote Learning Acceptable Use Policy)



## Remote Learning Acceptable Use Policy (for Staff)

**This section should be completed following ratification of the Policy:**

Committee Ratifying Policy: Management	Date of meeting: Email ratification
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	Name	Signature	Date
Chair of Committee's Approval	Emma Gother		
Chair of Governor's Approval	Greg Hall		
Recommended Review Date:	Annually		

### Ownership

Blisworth Community Primary School is a Local Authority School. It will be displayed on the policy list whether the policy is Local Authority adopted or school produced. The policy is issued by the Clerk, Cheryl Tomkinson, to whom any change requests or queries should be directed by emailing [cheryl.tomkinson@blisworth.northants.sch.uk](mailto:cheryl.tomkinson@blisworth.northants.sch.uk)

### Version Control

This document is issued and maintained in accordance with Blisworth Community Primary School's procedures. Any change to the document will increase its version number. It is the responsibility of the reader to check with the Clerk that this is a currently valid copy.

Version	Date	Description of Change	Changed By
1	28.1.21	New Headteacher created Remote Learning Acceptable Use Policy	LJenkins

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## Leadership Oversight and Approval

1. Remote learning will only take place using Google Classroom or Tapestry.
  - Google Classroom has been assessed and approved by Miss Jenkins / Miss Warren/ Miss Mazzone.
2. Staff will only use Blisworth Community Primary School managed professional accounts with learners and 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 Miss Jenkins, Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment.
3. Online contact with learners and parents/carers will not take place outside of the operating times of the working day, with only feedback and general uploads/ whole public group outside these hours. For clarity, private communication between teachers/ parents/ pupils outside of working hours should not be taking place.
4. Remote teaching will be in line with our Remote Learning Policy and Remote Learning – Information for Parents and Carers.

## Data Protection and Security

5. Any personal data used by staff and captured by Google Classroom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy should this arise.
6. All remote learning and any other online communication will take place in line with current Blisworth Community Primary School confidentiality and expectations as outlined in Staff Code of Conduct policy.
7. Staff will never record clips of pupils using personal equipment or store sensitive data on personal equipment, however, they may use personal equipment so far as to produce material appropriate for upload if their devices are more effective.
8. Only members of Blisworth Community Primary School community will be given access to Google Classroom.
9. Access to Google Classroom will be managed in line with current IT security expectations as outlined in Remote Policy.
  - using strong passwords
  - log off or lock devices when not in use.
10. Alternative approaches and access will be provided to those who do not have access. Parents will be emailed the work and the accompanying clip through Parent Mail. This will always be sent via the admin email and not teacher's email address.

## Behaviour Expectations

11. Staff will model safe practice and moderate behaviour during clips - as they would in the classroom.
12. Staff will ensure professional, work wear is worn in live and recorded sessions and the background must be neutral and seating area professional. Where this is not possible, staff will need to come into school to deliver these sessions and record videos.

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13. Staff should fully upload appropriate boundaries and communications in line with the national Teaching Standards.
14. All participants are expected to behave in line with existing Blisworth Community Primary 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.
15. When attending ‘live’ sessions participants are required to:
  - wear appropriate dress.
  - ensure backgrounds of videos are neutral (blurred if possible).
  - ensure that personal information and unsuitable personal items are not visible in the video backgrounds.
  - Ensure that all other individuals in the room are also using appropriate behaviour and that inappropriate things are not present in any way.
  - Blisworth Community Primary School reserves the right to refuse entry where the participant is not acting or behaving appropriately.
16. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account and being on private platforms.

### **Policy Breaches and Reporting Concerns**

17. Participants are encouraged to report concerns during remote sessions:
  - For learners, reporting concerns to the member of staff running the session, telling a parent/carer etc.
18. Any safeguarding concerns will be reported to Miss Jenkins, Designated Safeguarding Lead, in line with our child protection policy.
19. Any breaches by a member of staff will be addressed in line with the Conduct and Capability policies as appropriate.

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

Staff Member Name: .....

Date.....