Nourishing the fitrah of each unique child

Acceptable Use For Remote Learning and Online Communication Policy

"Verily! The hearing, the sight and the heart, of each of those you will be questioned."
(Surah Al- Isra, The Night Journey, Verse: 36)

Adopted: January 2023	Review date: January 2024	Acceptable Use Coordinator: School Administrator

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

At Unique Academy, we are adopting this acceptable use policy to specifically address safer practice when running formal remote learning, including live streaming, but could also apply to other online communication, such as remote parent meetings or pastoral activities.

We expect that staff will run live streamed sessions or provide pre-recorded videos to pupils, whichever is best suited to the needs of and pupils and staff following appropriate discussions.

This AUP has been completed following a thorough evaluation of remote learning tools and is approved by the school leadership.

Staff must only use approved accounts and services to communicate with learners and/or parents/guardians during remote learning.

Additional information and guides on specific platforms can be found at:
● https://coronavirus.lgfl.net/safeguarding
● https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/

Leadership Oversight and Approval

1. Remote learning will only take place using **Zoom**.
   o **Zoom** has been assessed and approved by the **Headteacher.**
2. Staff will only use school managed approved professional accounts with learners and parents/guardians
   o Use of any personal accounts to communicate with learners and/or parents/guardians is not permitted.
▪ Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with **Hawwa Mbombo**, Designated Safeguarding Lead (DSL).
   o Staff will use work provided equipment where possible e.g. a school tablet or other mobile device. If this is not provided, staff can use personal devices but must ensure that they set up strong passwords, suitable levels of encryption and logging off or locking devices when not in use.
3. Online contact with learners and parents/guardians will not take place outside of the operating times as defined by SLT: **Monday to Friday 8:30am until 3:30pm.**
4. All remote lessons will be formally timetabled; a member of the SLT or DSL is able to drop in at any time.
5. Live streamed remote learning sessions will be held with approval and agreement from the SLT.

Data Protection and Security

6. Any personal data used by staff and captured by Zoom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
7. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in **Confidentiality Policy**.
8. All participants will be made aware that Zoom records activity. Consent for this is sought from parents/guardians in Unique Academy's Acceptable Use Agreement.
9. Staff will not record lessons or meetings using personal equipment.
10. Only members of Unique Academy school will be given access to any Zoom recordings.
11. Access to Zoom will be managed in line with current IT security expectations as outlined in the Online Safety Policy.

Session Management

Staff will record the length, time, date and attendance of any sessions held. This will be done using an electronic attendance spreadsheet on the school's cloud system.

12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
    - o Language filters
    - o Disabling chat
    - o Not permitting learners to share screens
    - o Keeping meeting IDs private
    - o Use of waiting rooms
13. When live streaming with learners:
    - o contact will be made via learners' school provided email accounts and logins.
    - o staff will mute/disable learners' videos and microphones. Teachers will ask pupils to unmute if they need to speak at any point. Younger children must be supported by their parents during sessions.
14. Live 1 to 1 sessions are not permitted to take place
15. A pre-agreed invitation email detailing the session expectations will be sent to those invited to attend.
    - o Access links should not be made public or shared by participants.
        - ▪ Learners or parents/guardians should not forward or share access links.
        - ▪ If learners/parents/guardians believe a link should be shared with others, they will discuss this with the member of staff running the session first.
    - o 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/guardians or another appropriate adult.
16. Unique Academy will not loan devices to pupils for remote education.

Behaviour Expectations

17. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

18. All participants are expected to behave in line with existing school policies and expectations.

This includes:
    - o Appropriate language will be used by all attendees.

o Staff will not take or record images for their own personal use.

o 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.

19.   Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

20.   When sharing videos and/or live streaming, participants are required to:

o wear appropriate dress.

o ensure backgrounds of videos are neutral (blurred if possible).

o ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

21.   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

22.   Participants are encouraged to report concerns during remote and live streamed sessions to:

o **the member of staff running the session or by telling a parent/guardians who must in turn contact the school to speak to the class teacher.**

23.   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 their line manager (SLT).

24.   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.

o Sanctions for deliberate misuse may include: removing use, contacting police if a criminal offence has been committed.

25.   Any safeguarding concerns will be reported to Hawwa Mbombo, Designated Safeguarding Lead, in line with our safeguarding and child protection policy.

I have read and understood the Unique Academy's Acceptable Use Policy (AUP) for remote learning.

Staff Member Name: ....

Date..............................