



# Madginford Primary School's Acceptable Use Policy (AUP) for Remote Learning and Online Communication

This Policy specifically addresses safer practice when running formal remote learning, and also applies to other online communication, such as remote parent meetings or pastoral activities

## Information and guidance regarding remote learning during Covid-19:

- DfE '[Safeguarding and remote education during coronavirus \(COVID-19\)](#)'
- The Education People: '[Safer remote learning during Covid-19: Information for School Leaders and DSLs](#)'
- SWGfL: [Safer Remote Learning](#)
- LGfL: [Coronavirus Safeguarding Guidance](#)
- NSPCC: [Undertaking remote teaching safely](#)
- Safer Recruitment Consortium: '[Guidance for safer working practice for those working with children and young people in education settings Addendum](#)' April 2020

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/>

Madginford Primary School can also contact the [Education Safeguarding Service](#) for further advice and support.

## Leadership Oversight and Approval

1. Remote learning will only take place using Google Classroom and in EYFS, Tapestry.
  - Google Classroom has been assessed and approved by Mrs A Woolcombe
2. Staff will only use Madginford Primary School managed and specific, approved 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 Mrs Y Best, Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet or other mobile device.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
    - From 8.30m am - 3.30pm Monday to Friday
  4. Remote learning sessions will only be held with approval and agreement from the headteacher/a member of SLT.

### **Data Protection and Security**

5. Any personal data used by staff and captured by Google Classroom and or Tapestry when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
6. All remote learning and any other online communication will take place in line with current Madginford Primary School confidentiality expectations as outlined in our E-Safety, Acceptable use and Confidentiality policies.
7. Staff will not pre-record lessons using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.
8. Only members of Madginford 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 E-safety, Acceptable use policies

### **Session Management**

10. At Madginford Primary school we are only using remote lessons which are pre-recorded videos (e.g. poem) and some live streaming sessions but not 1:1 sessions. There are videos of staff modelling learning, retelling stories using actions, demonstrating phonic sounds. All of these are pre-recorded and added to the relevant platform (either Google Classroom or Tapestry) so that only the relevant audience have access. The videos adhere to the policy behaviour requirements as outlined below.
11. Live streaming sessions will be delivered by specialist teachers delivering computing, music and French. Some live streaming sessions may be delivered by class teachers if they will provide appropriate support for learning. These sessions follow the policy behaviour requirements as outlined below.

### **Behaviour Expectations**

12. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
13. All participants are expected to behave in line with existing Madginford 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.*
  - *Other attendees cannot record events for their own use, and there is to be no onward sharing.*
14. When sharing videos , 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.*
15. 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**

16. Participants are encouraged to report concerns during any remote sessions:
- *For learners, they need to report any concerns about pre-recorded sessions by telling a parent/carer.*
  - *For parents they need to report any concerns about pre-recorded sessions and any online communication via email to the School's DSL, Mrs Y. Best*
17. 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 the DSL and headteacher.
18. 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.*
19. Any safeguarding concerns will be reported to Mrs Y Best, Designated Safeguarding Lead, in line with our child protection policy.

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

Staff Member Name: .....

Date.....