**Polegate School – Acceptable use policy**

*Acceptable Use Policy for Digital Technologies (Staff and Volunteers) 2023*

This Remote Learning Acceptable Use Agreement is intended to ensure:

* that staff and volunteers at school will be responsible users and stay safe while using the internet and other communications technologies whilst remotely teaching pupils who are not in school.
* that school users are protected from accidental or deliberate misuse that could put users at risk.
* that staff are protected from potential risk in their use of technology in their everyday work.

School will try to ensure that staff and volunteers have good access to digital technology and training to enhance their work, to enhance learning opportunities for pupils’ learning and will, in return, expect staff and volunteers to agree to be responsible users.

This agreement works alongside Remote Learning Policy/Online Policy.

I understand that I must use schoolsystems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

* I will be aware of and understand my responsibilities when delivering remote lessons.
* I understand that communication with children both in the “real” world and through web interactions should take place within explicit professional boundaries.
* I will be aware of the following policies and procedures:

Safeguarding and Child Protection Policy

Online Policy and Staff Acceptable Use Policy

Behaviour policy

Staff Code of Conduct

Policy for the Prevention of Bullying

* I will not use any personal accounts to communicate with pupils and/or parents/carers
* I will not seek to communicate/make contact or respond to contact with pupils outside of the purposes of my work or outside of school hours;
* I am aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per school safeguarding procedures.
* I will report any suspected misuse or problem to the Online Safety Coordinator (DSL) or Network Manager for investigation / action / sanction.
* As a class Teacher, I will ensure all my pupils have understood and returned the Pupil Remote Learning Home Agreement;
* As a class Teacher, I will provide remote pastoral care for my class;
* I will continue to look out for signs that a child may be at risk whilst teaching remotely;
* I understand that it is best practice that staff will guide pupils to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches., e.g. Google Images;
* I will be mindful of the added pressure that remote learning can add to any household and, particularly, in a household with more vulnerable children;
* As a class Teacher, I will ensure I have regular contact with my class;
* I will contact pupils only via school provided email accounts or logins;
* When recording videos and for live lessons I understand that I must wear appropriate clothing;
* I understand that for live lessons at least two members of staff should be present; where this is not possible, the leadership team’s approval will be sought;
* I will not record lessons or meetings using personal equipment;
* I understand that any computers used for such recordings or live lessons should be in appropriate areas, for example, not in bedrooms; where possible, they should be against a neutral background;
* I understand that all my language must be professional and appropriate.
* I understand that family members should not be in the background of a lesson.
* I will not give out my personal details;
* I will not take images of pupils for my own personal use;
* I will not display or distribute images of pupils unless I have parental consent to do so (and, where appropriate, consent from the child);
* At the beginning of each session I will remind pupils of behaviour expectations and reporting mechanisms at the start of the session, including the use of microphones and chat features;
* I will remind pupils to report concerns during remote and/or live streamed sessions;
* Inappropriate online behaviour will be responded to in line with the school behavior policy
* I will report any safeguarding concerns to school Designated Safeguarding Lead, in line with our Child Protection Policy.

Signed…………………………………………………….

Position …………………………………………………….

Date…………………………………………………….

**Staff Remote Learning AUP**

This Remote Learning Acceptable Use Agreement Policy is intended to ensure:

* that staff and volunteers at school will be responsible users and stay safe while using the internet and other communications technologies whilst remotely teaching pupils who are not in school.
* that school users are protected from accidental or deliberate misuse that could put users at risk.
* that staff are protected from potential risk in their use of technology in their everyday work.

School will try to ensure that staff and volunteers have good access to digital technology and training to enhance their work, to enhance learning opportunities for pupils’ learning and will, in return, expect staff and volunteers to agree to be responsible users.

This Policy works alongside the school Staff (and Volunteer) Acceptable Use Agreement and Remote Learning Policy/Online Policy.

I understand that I must use schoolsystems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

* I will be aware of and understand my responsibilities when delivering remote lessons.
* I understand that communication with children both in the “real” world and through web interactions should take place within explicit professional boundaries.
* I will be aware of the following policies and procedures:

Safeguarding and Child Protection Policy

Online Policy and Staff Acceptable Use Policy

Behaviour policy

Staff Code of Conduct

Anti-Bullying Policy

* I will not use any personal accounts to communicate with pupils and/or parents/carers
* I will not seek to communicate/make contact or respond to contact with pupils outside of the purposes of my work or outside of school hours;
* I will use work provided equipment where possible
* I am aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per school Safeguarding procedures.
* I will report any suspected misuse or problem to the Online Safety Coordinator (DSL) or Network Manager for investigation / action / sanction
* If I am a Class teacher, I will ensure all my pupils have understood and returned the Pupil Remote Learning Home Agreement;
* If I am a Class teacher, I will provide remote pastoral care for my class;
* I will continue to look out for signs that a child may be at risk whilst teaching remotely;
* I understand that it is best practice that staff will guide pupils to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches., e.g. Google Images.
* I will be mindful of the added pressure that remote learning can add to any household and, in particular, in a household with more vulnerable children,
* If I am a SEN or EAL teacher, I will provide assistance to teachers who require help to differentiate and will ensure contact with pupils and their parents who are likely to require further assistance.
* If I am a Class teacher, I will ensure I have regular contact with my class;
* I will make contact with pupils only via school provided email accounts or logins.
* When recording videos and for live lessons I understand that I must wear appropriate clothing
* I understand that for live lessons at least 2 members of staff should be present and where this is not possible the leadership team approval will be sought.
* I understand that live lessons should be recorded and backed up on Teams Streams, so that if any issues were to arise, the video can be reviewed and I understand that these recordings will be kept in accordance with data protection.
* I understand that any 1-1 live lessons need to be pre-arranged, with written parental consent given and that two adults need to be present. Where 1-1 sessions may be necessary these sessions must be recorded and saved to the school server where this can be reviewed at any time.
* I will not record lessons or meetings using personal equipment.
* I understand that any computers used for such recordings or live lessons should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
* I understand that live lessons should be recorded and backed up on Teams Streams, so that if any issues were to arise, the video can be reviewed and I understand that these recordings will be kept in accordance with data protection.
* I understand that all my language must be professional and appropriate, including if any of my family members are in the background;
* I will not give out my personal details;
* I will not take images of pupils for my own personal use;
* I will not display or distribute images of pupils unless they have parental consent to do so (and, where appropriate, consent from the child)
* At the beginning of each session I will remind pupils of behaviour expectations and reporting mechanisms at the start of the session, including the use of microphones and chat features.
* I will remind pupils to report concerns during remote and/or live streamed sessions:
* If inappropriate language or behaviour takes place, pupils involved will be removed by staff, and concerns will be reported to Sally Barnard Acting Deputy Headteacher
* 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.
* I will report any safeguarding concerns will be reported to school Designated Safeguarding Lead, in line with our child protection policy.

**I have read and understood the Remote Learning** **Acceptable Use Policy (AUP) for staff.**

Name: ………………………….……………………………………….

Date………………………….

**Online Policy Annex –**school **Remote Learning/Meeting Policy.**

This policy works alongside school Online Policy, which also incorporates the acceptable use of technologies, staff, pupil and parent relationships/conduct and communication.

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach.  At school we believe in teaching our pupils about Digital Resilience and the education of pupils in online safety is therefore an essential part of our school’s online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Please refer to our Online Policy for further information on Roles and Responsibilities

**Policy Aims:**

* To provide and deliver an enriching curriculum remotely
* To do so safely and with consideration of online dangers
* To continue to promote good relationships and conduct between all members of the school community.

**General Expectations for All Staff and Governors**

* All staff must be aware of and understand their responsibilities when delivering remote lessons
* All staff must be aware of the following policies and procedures:

Safeguarding and Child Protection Policy

Online Policy and Staff Acceptable Use Policy

Behaviour policy

Staff Code of Conduct

* The Sally Barnard- Deputy Headteacher will ensure that staff know the expectations for virtual learning and provide training for staff with video tutorials to ensure that good quality provision is provided.
* The Tony Holter- IT Technician will assist staff with any technological problems and further training.
* The Sally Barnard- Deputy Headteacher will identify any safeguarding concerns raised through My Concern regarding staff or pupils and act accordingly as per normal procedures.
* The DSL will provide a list of pupils considered vulnerable to help inform the actions of staff who are offering remote pastoral care, relevant staff will be in regular contact with those pupils.
* Staff are aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per school Safeguarding procedures.
* Staff will report any safeguarding concern to the DSL using My Concern
* Staff will report any suspected misuse or problem to the Online Safety Sally Barnard- Deputy Headteacher for investigation / action / sanction
* Staff will ensure all their pupils and parents have understood and returned the Pupil/Parent Acceptable Use Policy Agreements.
* Staff will provide remote pastoral care, passing on any academic or pastoral matters as necessary to the Sally Barnard- Deputy Headteacher
* Staff will make provisions for those families who have limited facilities or resources to access the remote learning.
* It is best practice that staff will guide pupils to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches., e.g. Google Images.
* All staff will be mindful of the added pressure that remote learning can add to any household and, in particular, in a household with more vulnerable children.
* SEN teachers will provide assistance to teachers who require help to differentiate and will ensure contact with pupils and their parents who are likely to require further assistance.
* This also applies to EAL staff.
* Form/class teachers will make regular contact with their pupils and parents via school email accounts/logins or where necessary by phone.
* All remote learning and any other online communication will take place in line with current school confidentiality expectations;
* Appropriate privacy and safety settings will be used to manage access and interactions.
* 1-1 Live Lessons need to be pre-arranged, with written parental consent given and 2 adults need to be present. Where these sessions may be necessary they must be recorded and saved to Teams Streams where this can be reviewed at any time.
* When recording videos and for Live Lessons staff must wear appropriate clothing.
* Any computers used for such recordings or Live lessons should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
* Live Clinics should be recorded and backed up on Teams Streams, so that if any issues were to arise, the video can be reviewed.
* Language must be professional and appropriate, including any family members in the background

**Responsibilities of Parents and Pupils for Live Lessons/meetings with school staff:**

* Parents must have understood and returned the Consent for Remote Learning Form before they can take part in a virtual lesson/live session.
* A pre-agreed email detailing the session expectations will be sent to those invited to attend.
* Pupils must take part in the lesson from somewhere appropriate at home with limited distractions and in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer.
* Pupils should only communicate with the teacher through pre-arranged live lessons or via school email and ideally parents should be copied into this correspondence.
* Pupils can have their microphones muted by a member of staff and should wait for the teacher to unmute them rather than unmuting themselves.
* Pupils must not record teacher audio or video presentations or take screenshots or photos of teachers and other students
* Pupils must not share or distribute any of the teacher presentations and online teaching resources
* Pupils must not edit of any of the teaching resources made available except for their own personal use
* Breach of any of the above could result in removal from the lesson, access to online content removed and an appropriate sanction set in line with the Behaviour for learning policy
* Pupils must behave online as they would in their classrooms. In the event of a teacher deeming any behaviour inappropriate they reserve the right to remove the pupil from the lesson and give drills as per our usual behaviour policy.
* Pupils and Parents must be aware that school takes online bullying very seriously and will respond as per our Anti Bullying Policy to any incidents of this nature.
* Parents must be aware that there are lots of people offering support to parents for home schooling via groups and live streams across a multitude of platforms. This unfortunately could be seen as an opportunity for unsavoury characters to find their way to young people
* Alternative approaches and/or access will be provided to those who do not have access.