

AXE VALLEY ACADEMY

POLICY



Acceptable Use Policy (AUP)

for Remote Learning &

Online Communication

Updated: November 2020

This policy is informed by the following guidance and advice:

- 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

This policy has been created to ensure that all our pupils are effectively safeguarded whilst they access online learning opportunities from their homes for the duration of their long distance and remote learning period.

Safeguarding and child protection is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. Our school is a community and all those directly connected have an essential role to play in making it safe and secure.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Leadership Oversight and Approval

- Remote learning communication will primarily take place using Academy Email (Office 365), G Suite for education (Google Classroom) and Classcharts
 - Office 365, Google Classroom, and Classcharts have been assessed and approved by the Senior Leadership Team (SLT).
 - Additional educational platforms for example Seneca, Hegarty, Memrise etc. may be used to support learning. Where students are required to use other platforms, instructions and links should be placed in ClassCharts as for all remote learning.
- Staff will only use academy managed accounts with learners and/or parents/carers. These academy managed accounts should only be linked to their academy email accounts.
 - 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 Jon Scott, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible. Where this is not possible staff should follow the guidance provided in the UAT Data Protection FOI policy [<https://axevalley.devon.sch.uk/wp-content/uploads/2020/09/UAT-Data-Protection-FOI-Policy-Sept-2020.pdf>] and Staff Acceptable Usage of IT systems [Appendix 1].

- Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - 8:50am to 3:25pm
- Remote video lessons and/or live streamed remote learning sessions are permitted through Google Meet only and may be considered as part of the remote learning offer, staff should also consider alternatives (for example narrated PowerPoints or pre-record videos) where live lessons cannot be accessed by all students.

3. Data Protection and Security

- Any personal data used by staff and captured by Office365, Google Classroom and Classcharts when delivering remote learning will be processed and stored with appropriate consent and in accordance with the UAT Data Protection FOI policy [<https://axevalley.devon.sch.uk/wp-content/uploads/2020/09/UAT-Data-Protection-FOI-Policy-Sept-2020.pdf>]
- All remote learning and any other online communication will take place in line with current academy confidentiality expectations as outlined in the Privacy Notice – Students, Parents and Carers <https://axevalley.devon.sch.uk/wp-content/uploads/2020/09/Privacy-Notice-UAT-Students-Parents-and-Carers.pdf>.
- Live streamed online lessons must only be conducted via Google Meet, which is part of the Google suite of applications
- Where online lessons take place, only staff may record these so that these can be shared with learners to review the lesson no other recordings are permitted. All participants will be made aware that Office 365, Google Classroom and Classcharts records activity. Staff are permitted and encouraged to pre-record video content to support the delivery of lesson content.
- Only members of Axe Valley Academy community will be given access to Academy Email (Office 365), Google Classroom and Classcharts.
- Access to Academy Email (Office 365), Google Classroom and Classcharts will be managed in line with current IT security expectations as outlined in UAT Data Protection FOI Policy [<https://axevalley.devon.sch.uk/wp-content/uploads/2020/09/UAT-Data-Protection-FOI-Policy-Sept-2020.pdf>] and Staff acceptable use of computers [see appendix 1].

4. Roles and responsibilities

4.1. Teachers

- When providing remote learning, teachers must be available to teach between 8:50 am and 3:30 pm Monday - Friday. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this in the usual way on the designated absence number.
- When providing remote learning, teachers are responsible for:
 - Worksheets/PowerPoints etc. should be loaded on to ClassCharts and/or Google Classroom for children to complete and submit
 - Any child who is unable to access work for any reason should have work packs sent home and telephone calls should be made to discuss work with children
 - Ensuring that there is an entry for Classcharts for every separate lesson you have with that class over the timetable cycle. (Even if work is set on Google

Classroom/Hegarthy/Kerboodle/Seneca, ClassCharts is starting point for students and parents so details must be on ClassCharts to direct them to these resources.)

- Staff should be available via email during lesson time to enable additional teacher support if required.
- Lessons should last 60 minutes and be chunked tasks with review/question/comprehension element to enable students to check understanding.
- Where possible there should be a varied diet of tasks, please do consider setting tasks that do not rely on IT as some households may be sharing devices.
- Attachments should be PDF format where possible as greater level of accessibility and definitely not Publisher files.
- Homework tasks should continue as per normal programme of setting homework. (This should be labelled as homework and not blended learning)
- Providing feedback on work
 - They should upload completed work on to Google Classroom to be marked according to the school's marking and feedback policy
 - Pupils may also email completed work to teachers using the dedicated year group email address and teachers may email feedback if required
 - Teachers should respond to emails from parents within 48 hours
- Keeping in touch with pupils and parents
 - Parents may contact teachers using the dedicated year group email address. Emails will only be checked and responded to between 9am and 3pm. Teachers will respond within 48 hours.
 - Any issues that are received are to be dealt with professionally by the class teacher. Teachers should contact their Line manager and/or SLT link line manager for advice if the issue or concern is more serious. Any safeguarding concerns must be forwarded to the DSL immediately
- Attending virtual meetings

4.2. Tutors

- Tutors should be the first point of contact for parents who have any questions or concerns that are not related to a specific lesson.
- Tutors should respond to emails from parents within 48 hours.
- Parents can call reception to speak to their son/daughter's tutor.
- Tutors will check in every fortnight with each tutee via email and/or telephone call.
- Tutors are available on email 12:40pm to 1.05pm Monday- Friday

4.3. Learning Support Assistants

- When assisting with remote learning, Learning Support Assistants must be available between 8:50am and 3:25pm, Monday to Friday. During this time, they are expected to carry out various duties, including: checking and responding to emails, attending school if required, contacting parents or leading small group interventions via Google Classroom; as directed by the SENCo or Assistant SENCo. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this in the usual way on the designated absence number.
- When assisting with remote learning, Learning Support Assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely using Google Classroom as detailed above as directed by the class teacher
- Attending virtual meetings
- Contacting parents/carers

4.4. Pastoral Support Co-ordinators

- PASCos roles is to support families during remote learning who may need additional pastoral support. They are available via email or on the telephone.
- When assisting with remote learning PASCOs are responsible for
 - Identifying ICT access concerns and passing details on to Kevin Cumming when raised by families
 - Organising the Key Worker/Vulnerable timetable to support learning, access and engagement by:
 - Liaising with Assistant Head Standards re vulnerable lists.
 - Assisting parents who may find it challenging to access our written correspondence/technology
 - Making home visits
- Attending meetings remotely
- Making referrals to outside agencies
- Support with mental health via communication and follow up referrals
- Support with financial hardship alongside the business manager.

4.5. Subject Leaders

- Co-ordinating the remote learning for their subject teams.
- Review of quality and frequency of work submitted.

4.6. Year Leaders

- Co-ordinating the reading programme for their year teams
- Creating online assemblies
- Identifying and mapping students that are struggling to engage.
- Organising year group competitions.
- Co-ordinating tutor calls/emails.
- Meeting with parents/students that need support.
- Review of quality and frequency of work submitted.

4.7. SENECO and Assistant SENECO

- Co-ordinate learning support team for key contact for every child on SEND register weekly and more frequent calls.
- Support differentiation and access.
- Quality assure work set for key students.
- Meet with parents/students as required.
- Met with external agencies as required.
- Review EHCP provision in line with review dates.
- Provide additional online interventions

4.8. Senior leaders

- Alongside any teaching responsibilities, senior leaders are responsible for:

- Monitoring the effectiveness of remote learning – e.g. through regular meetings with teachers and Year Group Leaders, reviewing work set and monitoring feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Specific SLT roles for remote learning are as follows:
 - Oversight of remote learning access and connectivity issues - Kevin Cumming
 - Oversight of Quality of Remote Learning offer - Phil Wilson
 - Oversight of Vulnerable student provision - Jon Scott

4.9. Designated safeguarding lead

- The DSL is responsible for:
 - Maintaining contact with identified families and external agencies
 - Responding to any concerns
 - Record keeping
- SEE COVID-19 ADDENDUM TO CHILD PROTECTION POLICY

4.10. Network staff

- Network staff are responsible for:
 - Fixing issues with systems used to set and collect work
 - Helping staff and parents with any technical issues they're experiencing
 - Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
 - Assisting pupils and parents with accessing the internet or devices

4.11. Pupils and parents

- Staff can expect pupils learning remotely to:
 - be available to attend online meetings between 8:50am and 3:25pm
 - complete work and upload it on to Google Classroom/email it to teachers for marking and feedback
 - ask for help if they need it via Google Classroom or email
- Staff can expect parents with children learning remotely to:
 - Make the school aware if their child is sick or otherwise can't complete work
 - Seek help from the school if they need it via the school or individual staff email address
 - Be respectful when making any complaints or concerns known to staff

4.12. Trust/LGC

- The governing board is responsible for:
 - Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
 - Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

5. Session Management

5.1. Behaviour Expectations

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

- All participants are expected to behave in line with existing Academy policies and expectations. This includes:
 - Staff will not take or record images for their own personal use.
 - Learners may not attempt to call, chat or set up private groups between each other.
 - Learners are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
 - Learners are not permitted to share recorded videos/lessons made by teachers within or outside of the Academy.
 - Learners are not permitted to share resources made by teachers within or outside of the Academy.
 - Learners should blur their background if in a conference meeting which involves a camera (if this facility is available to them).
 - Learners should think carefully about what is acceptable language with regards to what they type and post. Appropriate language will be used by all attendees.
 - Learners must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting.
 - Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- 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.
- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

5.2. Policy Breaches and Reporting Concerns

- Participants are encouraged to report concerns during remote and/or live streamed sessions:
 - Learners should report concerns to their class teacher, parent/carer and/or other trusted adult.
 - Teachers running a session should report concerns to both the year leader for that year group and SLT should be informed
 - Where misuse is brought to the academy's attention, it should be responded to in line with existing policies.
- 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 a member of SLT.
- Inappropriate online behaviour will be responded to in line with existing policies. Sanctions for deliberate misuse may include:
 - Removing students from live meetings
 - Limiting student contribution rights in Google Classroom
 - Removing student access to live Meetings
 - Removing student access to any/all shared resources.
 - Suspension of academy administered accounts
 - Contacting police if a criminal offence has been committed.
 - Upon our return to normal school life sanctions may be administered in light of student conduct during any period of part or full-closure .

- Any safeguarding concerns will be reported to Jon Scott, Designated Safeguarding Lead, in line with our UAT child protection and Safeguarding policy [<https://axevalley.devon.sch.uk/wp-content/uploads/2020/03/Safeguarding-Policy-UAT-Feb-2020.pdf>].

6. Who to contact

- If staff have any questions or concerns about remote learning, they should contact the following individuals:
 - Issues in setting work – contact line manager in first instance
 - Issues with behaviour – contact the Year Leader and PASCo
 - Issues with IT – contact Network Technician
 - Issues with their own workload or wellbeing – contact line manager in the first instance
 - Concerns about data protection – contact the SLT with responsibility for ICT
 - Concerns about safeguarding – contact the DSL
 - All staff can be contacted via the school email addresses.

7. Safeguarding

- Please see the following for updates concerning safeguarding in relation to home learning:
 - COVID19 Addendum to Safeguarding and Child Protection Policy

8. Monitoring arrangements

- This policy will be reviewed as and when updates are provided by the DfE. At every review, it will be approved by the Trust/LGB.

9. Links with other policies

- This policy is linked to our:
 - Behaviour policy
 - Child protection policy and Covid19 addendum to our child protection policy
 - Data protection policy and privacy notices
 - ICT and internet acceptable use policy

Appendix 1:

Staff Acceptable Usage of IT Systems

Staff should be aware that all network and internet and internet activity is monitored. Your user-space and any associated cloud storage is Academy property and the contents may be reviewed to ensure compliance with this protocol

Staff must abide by the academy's security systems, procedures and protocols; it is a criminal offence to use a computer for a purpose not permitted by the systems owner.

Staff must ensure that their password is secure; if there is any doubt then it must be changed.

Staff must not leave themselves logged into an unattended computer.

Staff must ensure that students abide by the student's guidance, 'Safe use of Computers'. Any students found in breach of this must be reported to the Assistant Headteacher with responsibility for ICT and the Pastoral Support Co-ordinator for that year group.

During lessons staff must properly supervise any of their students that are using the Internet.

Staff must not attempt to access files belonging to others, allow others to access their username and password or use another user's username and password.

Staff must not use a computer in such a way that would disrupt the use of others (this includes activities like listening to music or radio stations over the Internet).

Staff should only print those sections of a document that are appropriate/they need, they must not use the printer instead of a photocopier.

Staff are responsible for the e-mails they send and for contacts made, messages should be written carefully and politely, particularly as messages may be forwarded and seen by unexpected readers.

Staff must not attempt to access inappropriate sites, for example newsgroups, chat areas, racist, pornographic or violent sites.

Staff must not download illegal material, software, games or any other material that would breach the copyright rules. Any inappropriate files found in their user-space may be deleted.

Staff may only use a computer for personal use at break, lunchtime or after school. Personal use at any other time is prohibited. Staff must not use a computer for personal use in the presence of students.

Personal use of computers is defined as any activity that is not specifically for the completion of your role and the duties that you are employed for.

When using shared ICT resources, staff must ensure that the room is left tidy and in good order with headphones (where provided) on top of the computers, ready for the next class.

Where staff have access to confidential information relating to students, parents and other staff, it is vital that great care is taken to safeguard this information, particularly if it is held on a laptop, memory stick or burnt to CD.

As Staff can access to Student data via the remote network access systems of [Home Access+](#) and SIMS Remote access then this data should not be stored on a laptop, memory stick or CD unless it is password protected AND encrypted.

Appendix 2:

Rules for Internet use

To be kept by the Student

I understand that I must follow the academy’s “Safe use of Computers” guidelines:

ONLY use a computer in your lessons for academy work.

ALWAYS use a computer in a responsible and safe way, leave it tidy and log-off.

Do **NOT** use offensive language or material.

(This includes any use of a computer or other mobile technology in the academy or elsewhere, that insults anyone, makes threats or brings the academy into disrepute)

Do **NOT** share your password with others; do **NOT** use another person’s password.

Do **NOT** use a computer in a way that could upset the use of others.

(This includes sending academy email that is not for academy work or listening to music over the Internet.)

Do **NOT** try to view unsuitable websites.

(This includes newsgroups, chat areas, social networking areas, racist, pornographic or violent sites.)

Do **NOT** use illegal material, software or games. Do **NOT** use music or videos unless it is for your academy work.

(You must state the source of copyrighted material.)

Do **NOT** play non-educational games during lesson times.

In addition, when using the Internet, I must follow these additional guidelines:

ONLY use the Internet at academy when supervised by a member of staff.

ALWAYS report websites or emails that make you feel uncomfortable in any way.

NEVER arrange to meet anyone through the Internet.

NEVER send any personal information about yourself or anyone else

Please sign the form below and return it to the Academy Network Office.

Your child will not be able to use the Internet unless he/she has been registered.

To be kept by the Network Staff

Student’s Name: Tutor Group:

Student’s Agreement

I understand the academy’s rules for Internet use; I realise that the academy records all websites I visit and I will be subject to appropriate academy sanctions if I do not follow these rules.

Student’s Signature: Date:

Parent/Carer’s Consent for Internet Access

I give my permission for my child to have access to the Internet and have discussed the rules with him/her. I understand that the academy cannot be held responsible for the nature of the content of materials accessed through the Internet.