



I.T. ACCEPTABLE USE POLICY FOR Staff Online and Remote Learning

St John's Catholic Comprehensive School

OUR MISSION STATEMENT

**Excellence for all.
Service to others.
Inspired by Christ.**

This Policy was adopted by the L&D Team

Owner: K Bartholomew

Quality Assured: D Walton

Date: November 2023

Next review date: November 2024

Acceptable Use Policy (AUP) for Remote/Online Learning

St John's Catholic Comprehensive Staff Remote/Online Learning AUP

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguard all members of St John's Catholic Comprehensive school community when taking part in remote/online learning, for example following any full or partial school closures.

Leadership oversight and approval

1. Remote/online learning will only take place using TEAMS and Satchel one.
 - TEAMS has been assessed and approved by the headteacher and Senior Leadership Team (SLT).
2. Staff will only use school approved professional accounts when communicating with pupils **and/or** parents/carers.
 - Use of any personal accounts to communicate with pupils 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 Kelham, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment.
3. All live-streamed remote/online lessons will be formally timetabled; **a member of SLT, the DSL and/or head of department** is able to access the lesson whilst it is running.
4. Live-streamed remote/online 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 TEAMS / Satchel One when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
6. All remote/online learning and any other online communication will take place in line with current school confidentiality expectations.
7. All participants will be made aware that TEAMS records activity.

8. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.
9. Only members of the St John's Catholic Comprehensive school community will be given access to St John's TEAMS.
10. Access to TEAMS will be managed in line with current IT security expectations as outlined in the school's AUP policy and social media and mobile technology policy.

Session management

11. Staff will record the length, time, date, and attendance of any live-streamed sessions held; this will be according to the timetable.
12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - Having the camera turned off for all pupils, unless express authorisation has been provided otherwise by the Headteacher or Associate Headteacher
13. Live 1:1 sessions will only take place with approval from the headteacher/a member of SLT. There will need to be a parent/carer present with the pupil for the session to go ahead.
14. A pre-agreed email detailing the session expectations will be sent to those invited to attend.
 - Access links should not be made public or shared by participants.
 - Pupils **and/or** parents/carers should not forward or share access links.
 - If pupils or parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
 - Pupils are encouraged to attend lessons in a shared/communal space or a room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
15. Alternative approaches and/or access will be provided to those who do not have computer access.

Behaviour expectations

16. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
17. All participants are expected to behave in line with existing 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.
18. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
19. When sharing videos and/or live streaming, participants are required to:
 - 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.
20. 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

21. Staff are required to report concerns during remote and/or live-streamed session to the DSL
22. Students are required to report concerns during remote and/or live-streamed session to their teacher or a member of their pastoral team
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 the pupil's Head of Year.
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.
25. Sanctions for deliberate misuse may include restricting/removing use, contacting police if a criminal offence has been committed.
26. Any safeguarding concerns will be reported to Mrs Kelham, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the [St John's Catholic comprehensive school Acceptable Use Policy \(AUP\)](#) for remote/online learning.

Staff Member Name:

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Date.....