



# **I.T. ACCEPTABLE USE POLICY FOR Pupil 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**

## St John's Catholic Comprehensive school Pupil Remote/Online Learning AUP

1. I understand that:
  - these expectations are in place to help keep me safe when I am learning at home using **Microsoft TEAMS and Satchel One**.
  - I should read and talk about these rules with my parents/carers.
  - remote/online learning will only take place using **TEAMS or Satchel One**
  - my use of **TEAMS and Satchel One** is monitored to help keep me safe.
2. Only members of the St John's Catholic Comprehensive school community can access St John's **TEAMS and Satchel One**
  - I will only use my school provided email accounts and/or login to access remote learning.
  - I will use privacy settings as agreed with my teacher/set up by the school.
  - I will not share my login/password with others.
  - I will not share any access links to remote learning sessions with others.
3. When taking part in remote/online learning I will behave as I would in the classroom. This includes
  - Using appropriate language.
  - Not taking or recording images/content without agreement from the teacher and/or those featured.
4. When taking part in live sessions I will:
  - mute my video and microphone, unless expressly advised otherwise by the teacher running the session
  - attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
  - attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.
5. If I am concerned about anything that takes place during remote/online learning, I will:
  - Inform my teacher or a member of my pastoral team
  - Inform my parents/carers

6. I understand that inappropriate online behaviour or concerns about my safety, or the safety of others, during remote/online learning will be taken seriously. This could include:

- restricting/removing access, informing parents/carers, contacting police if a criminal offence has been committed.

**I have read and understood the St John's Catholic Comprehensive Pupil Acceptable Use Policy (AUP) for remote learning.**

Name.....

Signed.....

Form Group.....

Date.....

