

I.T. Acceptable Use Policy for Pupils Online & Remote Learning

St John's Catholic Comprehensive School



*Excellence for All
Service to Others
Inspired by Christ*

Date of last review:	January 2026	Date of next review:	January 2027
Author:	Data Protection Officer	Owner:	Associate Headteacher
Approval:	Full Governing Body Panel		

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.
 - Smart Glasses are not permitted to be used by anyone without prior permission from the Headteacher.

4. When taking part in live sessions I will:
 - mute my 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.....