

# Ravenscote Junior School

Covid-19 Addendum to Acceptable Use Policy:  
Remote Learning, Acceptable Use for Staff



The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of the school community when taking part in remote learning following any full or partial school closures.

### **Leadership Oversight and Approval**

1. Remote learning will only take place using Google Classroom
  - Google Classroom has been assessed and approved by Senior Leadership Team.
2. Staff will only use Ravenscote managed or specific, approved professional accounts with learners and/or parents/carers.
  - 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 Rebecca Jukes Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible e.g. school desktop, school laptop or teacher Ipads.
3. Live online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
  - 8:35 – 3:25
  - Staff can mark and return Google Classroom work outside of these times.
4. All remote lessons will be formally timetabled.
5. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher / a member of SLT.

### **Data Protection and Security**

6. Any personal data used by staff and captured by Google Classroom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy

<https://www.ravenscote.surrey.sch.uk/attachments/download.asp?file=2992&type=pdf>

7. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in our Data Protection Policy.
8. All participants will be made aware that Google Classroom records activity.
9. Only members of the Ravenscote community will be given access to Google Classroom.
10. Access to Google Classroom will be managed in line with current IT security expectations as outlined in our Online Safety Policy.

### **Session Management**

11. Staff will record the length, time, date, and attendance of any sessions held by recording the sessions. This will automatically save to Google Drive.
12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - Disabling the chat function.

- Disabling the present or share screen function for pupils.
  - Enabling the mute upon entry function.
  - Keeping meeting ID's private in Goggle Classroom until 5 minutes before scheduled start time.
  - Use of the waiting room function on Zoom to ensure pupils cannot enter before the session has begun.
13. When live streaming with learners:
- contact will be made via learners' Google Classroom accounts or via parent/career provided private email accounts.
  - staff will mute/disable learners' videos and microphones if needed.
  - at least 2 members of staff will be present.
    - If this is not possible, SLT approval will be sought.
14. Live 1 to 1 sessions will only take place with approval from the headteacher/a member of SLT. Staff should ensure that either another member of staff is present in the room or that a parent/career is present with the child. Where this is not appropriate, approval should be sought from a member of SLT and sessions should be recorded.
15. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
- Access links should not be made public on Google Classroom more than 5 minutes before the start of the meeting or shared by participants.
  - Learners and/or parents/carers should not forward or share access links.
  - Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/career or another appropriate adult.
16. Alternative approaches and/or access will be provided to those who do not have access from home. Ravenscote will provide appropriate technology, approval for this should be sought from a member of Senior Leadership.

### **Behaviour Expectations**

17. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
18. All participants are expected to behave in line with existing school policies and expectations as outlined in the Online Learning acceptable Use Policy for Pupils.
19. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
20. 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.
21. 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**

22. Participants are encouraged to report concerns during remote and/or live streamed sessions:

- Concerns should be reported to the member of staff running the session or a parent/carer who can then contact the school.
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 Rebecca Jukes (DSL) or another member of the Senior Leadership Team.
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 Positive 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 Rebecca Jukes, Designated Safeguarding Lead, in line with our child protection and safeguarding policy.