

## **Waltham Forest: Acceptable Use Policy (AUP) for Remote Learning and Online Communication**

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of school boundaries and requirements when using online communication and take all necessary and possible measures to protect data from unauthorised access and abuse.

This is not an exhaustive list and all members of the school community are reminded that technology use should be consistent with the school's ethos, other appropriate policies and the law. All pupils working in school will be supervised by teaching staff.

### **Leadership Oversight and Approval**

1. Remote learning will take place using the school's learning platforms.
2. Staff will only use school approved equipment with learners and parents/carers.
3. Online contact with learners and parents/carers will only take place at agreed times.
4. Live streamed remote learning sessions will only be held with agreement and approval of SLT.

### **Data Protection and Security**

1. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in the school's safeguarding policy.
2. Only members of staff will be given access to the school's learning platform.
3. Access to the learning platform will be managed in line with current IT expectations as outlined in the acceptable use policy.

### **Session Management**

1. Appropriate privacy and safety settings will be used to manage access and interactions. This includes language filters, the removal of learners if inappropriate content is displayed, and attendance of at least two members of staff. Where it is not possible to have two members of staff present SLT will clarify how risks staff and learners will be managed with reference to the Safeguarding Policy: Remote Learning Addendum.
2. Live one to one sessions will only take place with approval of SLT to ensure due care is taken to reduce risks to both staff and learners.
3. A pre-approved e-mail detailing the session expectations will be sent to those invited to attend. Access links should not be made public or shared by participants. Learners and parents/carers should not forward or share access links. Alternative approaches and /or access will be provided to those who do not have access.

### **Behaviour Expectations**

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing school policies and expectations, including appropriate language. Staff will not take or record images for their personal use

and will decide if other attendees can or cannot record images and agree any arrangements for onward sharing.

3. Staff will, remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
4. When sharing videos and/or live streaming, participants are required to: wear appropriate dress; ensure backgrounds of videos are neutral; ensure that personal information or unsuitable personal items are not visible.
5. Educational resources will be used or shared in line with existing teaching and learning policies, considering licensing and copyright.

### Policy Breaches and Reporting Concerns

1. Participants are encouraged to report concerns about remote and/or live streamed sessions through appropriate school procedures, such as the Safeguarding Policy: Remote Learning Addendum.
2. If inappropriate language or behaviour takes place, pupils will be removed, the session may be terminated and concerns will be reported to SLT.
3. Inappropriate online behaviour will be dealt with in line with existing policies (such as Remote Learning Policy, acceptable use of technology; allegations against staff; whistleblowing; anti-bullying; behaviour).
4. Any safeguarding concerns will be reported in line with the school's Safeguarding policy and Remote Learning Addendum.

**I have read and understood the Acceptable Use Policy (AUP) for remote learning.**

Staff member name.....

Date.....

This is to be read in conjunction with:

- Safeguarding policy and Remote Learning Addendum
- Remote Learning Policy
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video
- Home School Agreement