**Template Acceptable Use Policy (AUP)**

**for Remote Learning and Online Communication**

**Guidance Notes**

This template is provided for schools, colleges and other educational settings using remote learning, including live streaming, and other forms of online communication to adapt to reflect their expectations and boundaries.

**Information and guidance regarding remote learning during Covid-19:**

* DfE ‘[Safeguarding and remote education during coronavirus (COVID-19)](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19)’
* The Education People[:’ Safer remote learning during Covid-19: Information for School Leaders and DSLs’](https://www.theeducationpeople.org/blog/safer-remote-learning-during-covid-19-information-for-school-leaders-and-dsls/)
* SWGfL: [Safer Remote Learning](https://swgfl.org.uk/resources/safe-remote-learning/)
* LGfL: [Coronavirus Safeguarding Guidance](https://coronavirus.lgfl.net/safeguarding)
* NSPCC: [Undertaking remote teaching safely](https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely)
* Safer Recruitment Consortium: ‘[Guidance for safer working practice for those working with children and young people in education settings Addendum’](https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final.pdf) April 2020

This template specifically addresses safer practice when running formal remote learning, including live streaming, but could also apply to other online communication, such as remote parent meetings or pastoral activities. However, there is no expectation that staff should run formal live streamed sessions or provide pre-recorded videos; settings should implement the approaches that best suit the needs of their community and staff following appropriate discussions.

The AUP should be completed following a thorough evaluation of remote learning tools with approval from leadership staff. We recommend settings use existing systems and/or education focused platforms where possible, and that staff only use approved accounts and services to communicate with learners and/or parents/carers.

Additional information and guides on specific platforms can be found at:

* <https://coronavirus.lgfl.net/safeguarding>
* <https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/>

Some statements will not be suitable for all settings due to the age and ability of the intended audience and different system functionality; the AUP should therefore be personalised.

* **Blue font** indicates that the setting should insert relevant information.
* **Pink font** highlights suggestions to assist leaders in amending sample statements and ensuring content is appropriate. This content is provided as guidance notes and should not be left in policies.

Although intended for initial use with staff, settings may wish to adapt the content to create alternative versions, for example to share with learners and parents/carers.

Kent educational settings can contact the [Education Safeguarding Service](https://www.theeducationpeople.org/our-expertise/safeguarding/safeguarding-contacts) for further advice and support.

**Template Statements**

**Leadership Oversight and Approval**

1. Remote learning will only take place using **system name(s)**.
   * **System name** has been assessed and approved by **the headteacher/a member of Senior Leadership Team (SLT)**. **The guidance notes section links to organisations/tools which can support leaders in making informed decisions and selecting appropriate platforms.**
2. Staff will only use **school/setting** managed **or** specific, approved professional accounts with learners **and/or** parents/carers. **It is recommended staff use school/setting managed systems where possible or are required to set up separate school/school approved professional accounts.** 
   * 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 **name,** Designated Safeguarding Lead (DSL).
   * Staff will use work provided equipment where possible **e.g. a school/setting laptop, tablet or other mobile device. If this is not provided, leaders should ensure clear expectations are in place in relation to safeguarding and data security when using personal devices e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc.**
3. Online contact with learners **and/or** parents/carers will not take place outside of the operating times as defined by SLT:
   * **Insert agreed times.**
4. All remote lessons will be formally timetabled; **a member of SLT, DSL and/or head of department** is able to drop in at any time. **Amend as appropriate to system and SLT decision.**
5. Live streamed remote learning sessions will only be held with approval and agreement from **the headteacher/a member of SLT. Remove/amend as appropriate to system and SLT decision.**

**Data Protection and Security**

1. Any personal data used by staff and captured by **system name** when delivering remote learningwill be processed and stored with appropriate consent and in accordance with our data protection policy (**link**).
   * **Only needed if personal data will be used/stored. If so, detail specifics of how this will be achieved e.g. using bcc to email multiple users. Schools and colleges should continue to follow the guidance outlined in the**[**data protection: toolkit for schools**](https://www.gov.uk/government/publications/data-protection-toolkit-for-schools)**when managing personal data.**
2. All remote learning and any other online communication will take place in line with current **school/setting** confidentiality expectations as outlined in **xxxx** policy. **Amend as appropriate.**
   * **List specific expectations if required, taking platform safety/security issues as appropriate into account.**
3. All participants will be made aware that **system name** records activity. **Only needed if the session is recorded by the system: settings should amend as appropriate to the approach and system being used. Please note, consent from those involved in the session is required if settings are recording activity. Settings should be clear about how recordings will be stored, how long they will be kept for and who will have access to them, in line with your existing data protection policy.**
4. 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. **Remove if this is not permitted under any circumstance.**
5. Only members of <**School/Setting name**> community will be given access to **system name**.
6. Access to **system name** will be managed in line with current IT security expectations as outlined in **policy name**.
   * **If not covered in a different policy, settings should detail specific expectations e.g. using strong passwords, logging off or locking devices when not in use etc.**

**Session Management (Not all statements will be needed if settings are not delivering live content)**

1. Staff will record the length, time, date and attendance of any sessions held. **Detail how and where this information should be stored.**
2. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
   * **Detail specifics according to the system being used e.g. language filters, disabling/limiting chat, staff not permitting learners to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.**
3. When live streaming with learners: **Remove if not live streaming with learners.**

**I have read and understood <** **school/setting name> Video Conferencing and/or Live Communication Acceptable Use Policy (AUP).**

**Learner/Parent/Carer**

Child’s Name……………………………………………………………………………………………...

Class…………………………

Parent/Carers: ……………………………………………......................................................

Date (DDMMYY)………………………………………………...

**Staff**

Name: …………………………………………………………………………………………………

Date (DDMMYY)………………………………………………...

* + contact will be made via learners’ **school/setting** provided email accounts **and/or** logins. **Amend as appropriate.**
  + contact will be made via a parents/carer account. **Remove if not live streaming with learners or if this not necessary. Some platforms have age restrictions etc. which prevent them being used with children. his statement is unlikely to be required if learners are using internally managed systems.**
  + staff will mute/disable learners’ videos and microphones. **Amend as appropriate to system and SLT decision e.g. if learners’ video/microphones should be muted throughout or if they will be allowed under staff control at specific times. This is likely to vary based on age and ability of learners.**
  + at least 2 members of staff will be present. **Amend as appropriate to system and SLT decision.**
    - If this is not possible, SLT approval will be sought.

1. Live 1 to 1 sessions will only take place with approval from the **headteacher/a member of SLT**. **Remove if not permitted at all. Live** **1:1 sessions with learners are not recommended unless they are approved by SLT, a parent/carer is present in the room if possible (however, this may not be appropriate if providing counselling or safeguarding support) and the session is auditable.**
2. A pre-agreed **invitation/emai**l (**as relevant to system being used)** detailing the session expectations will be sent to those invited to attend.
   * Access links should not be made public or shared by participants. **If relevant to system being used.**
     + Learners **and/or** parents/carers should not forward or share access links.
     + If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first. **Amend as appropriate.**
   * 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/carer or another appropriate adult. **Amend as appropriate.**
3. Alternative approaches **and/or** access will be provided to those who do not have access. **Amend as appropriate to options available e.g. if settings will loan devices etc.**

**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/setting** policies and expectations. This includes: **Detail specific expectations as appropriate to setting decisions. Examples could include:**
   * **Appropriate language will be used by all attendees.**
   * **Staff will not take or record images for their own personal use.**
   * **Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about 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: **Remove if not sharing videos or live streaming. Amend as appropriate to system and SLT decision. Examples could include:**
   * **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.**
5. 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**

1. Participants are encouraged to report concerns during remote **and/or** live streamed sessions:
   * **Insert specifics or reference where to find them. For learners, schools could insert age/ability appropriate details e.g. reporting concerns to the member of staff running the session, telling a parent/carer etc.**
2. 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 **name and role**.
3. 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.
   * Sanctions for deliberate misuse may include: **Insert details e.g. restricting/removing use, contacting police if a criminal offence has been committed.**
4. Any safeguarding concerns will be reported to **name**, Designated Safeguarding Lead, in line with our child protection policy.

**I have read and understood the <school/setting name>** **Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name: ………………………….……………………………………….

Date………………………….