

Ellwood Primary School



Acceptable Use Policy (AUP) for Remote Learning and Online Communication

(Please read the Acceptable Use and Tapestry Policy (EYFS) in conjunction with this policy)

Signed: D.Milford

January 2021

Headteacher

The following policy refers to the use of Calibrae Remote Learning Platform in our school for Years 1-6.

We usually use Calibrae as a learning platform for general weekly homework. It is also the main learning platform in the case of partial school closure (closure of a bubble/class) or a local/regional or national whole school closure.

As a learning platform, in case of partial school closure or full closures, we will use Calibrae Remote Learning Platform.

Aims:

- For children to continue having a sense of being a part of their class, in contact with teachers and the life of their peers.
- To maintain the community relationship between the school and families so that school continues to be an active presence in their lives.
- For teachers to provide home-learning that would follow the sequence that should happen in class, respond to the children's work and encourage and support children in continuing with home-learning.
- To support children in using online communication media in a positive and appropriate way that is beneficial to their lives.

Process:

Teachers will:

- Set English and Maths learning each day and / or week.
- Set topic and non-core subject tasks throughout the week.
- Comment, feedback and celebrate work sent in by children. **Teachers will aim to reply on the same day to messages sent during school hours (9.00a.m.-3.00p.m.) but this may not always be possible.*

Pupils can:

- Access the learning by logging in to the platform.
- Complete the work in a variety of ways, depending on the task such as: directly on the platform, pictures and photographs which can be uploaded or emailed back to teachers by the parents.
- Pupils can submit their homework as a picture, video, directly on to the platform or make a comment.
- Communicate with the teacher e.g ask a question.

Parents can:

- Provide devices for children to access online learning.
- Support the child/ren to log on and access the relevant learning.
- Support children with the tasks if they need support.
- Email the class teacher if they have a message or concern.

Online Safety and Acceptable Use of Calibrae

Online communication is a fact of modern life and we are using Calibrae to support a strong link between home and school that enhances children's school experience. As stated in the school's acceptable use policies, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other on Calibrae, in the same way as they would face to face.

This positive behaviour can be summarised as being kind and polite and not making any posts which are, or could be, construed as rude, insulting, aggressive, bullying or otherwise inappropriate.

Calibrae Acceptable Use Terms

- You will not post unauthorised commercial communications (such as spam, promotional emails, or advertisements) on or through the service.
- You will not upload viruses or other malicious code, files or programs.
- You will not collect, solicit or otherwise obtain login information or access an account belonging to someone else.
- You will not bully, intimidate, or harass any user or use the service in any manner that is threatening, abusive, violent, or harmful to any person or entity, or invasive of another's privacy.
- You will not impersonate another user e.g. school employee, or any other person, or falsely state or otherwise misrepresent your affiliation with any person or entity.
- You will not copy, modify, or distribute any text, graphics, or other material or content available through the service without our prior written permission, or if such content is a User Content, the prior written consent of such user. This includes taking screen shots of class posts/comments/pictures.
- If parents have a concern about school or pupils use of Calibrae, please contact the Class Teachers or Headteacher. Breaches of this policy and of school AUPs (Acceptable Use Policies) will be dealt with in line with the school behaviour policy (for pupils) or code of conduct (for staff).
- Further to this, where an incident relates to an inappropriate Calibrae post by a member of the school community, we will contact the parent or staff member and delete the post/request that the post be deleted as appropriate and will expect this to be actioned.

Leadership Oversight and Approval

- Remote learning will take place using Calibrae (Years 1-6) and Tapestry for EYFS (see separate Tapestry policy).
- Calibrae has been assessed and approved by the Headteacher.
- Staff will only use Ellwood Community Primary School managed accounts with learners and parents/carers.
- Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
- Staff will use work provided equipment, where possible e.g. a school/setting laptop, tablet or other mobile device.
- Pupils and/or parents/carers only make contact with staff within working hours: 9am – 5pm or the school day 8.45am – 3.15pm.
- Live streamed remote learning sessions will only be held if essential and be clearly timetabled with approval and agreement from Mrs Milford. These lessons should be delivered from the school environment, where possible. It is preferred that pre – recorded videos are used.

Data Protection and Security

- Any personal data used by staff and captured by Calibrae when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
- All remote learning and any other online communication will take place in line with current Ellwood Community Primary School confidentiality expectation.
- All participants will be made aware that Calibrae records activity.
- Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by HT/SLT and in line with our data protection policy requirements.
- Only members of Ellwood Community Primary School community will be given access to Calibrae.
- Access to Calibrae will be managed in line with current IT security expectations.

Live streaming/meetings

Staff:

If live streaming/meetings take place with learners:

- Parents will know the exact time of the session and they will need to allow them access/permission. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
- Staff will mute/disable learners' videos and microphones in certain circumstances.
- Access links should not be made public or shared by participants.
- 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.
- Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriate supervised by a parent/carer or another appropriate adult.
- Remember data protection; make sure nothing confidential is showing on your screen.
- Where possible, have a second member of staff present.
- Turn screen sharing off if not needed.
- Turn off your video and microphone, until it's needed.
- Remember that anyone could record or screenshot without your knowledge.
- Don't record or take/share a screenshot of everyone.
- Don't share personal information.

Parents/children:

- A parent/carer must be present with their child/ren at all times.
- The meeting should take place in a child's 'public' room e.g. lounge/kitchen not bedroom.
- Parents/children will agree to respect privacy and be respectful at all times.
- Don't record or take/share a screenshot of everyone.

Behaviour Expectations

- Staff will model safe practice and behaviour online during remote sessions as they would in the classroom.
- All participants are expected to behave in line with existing Ellwood Community Primary School policies and expectations. This includes:
 - ✓ 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.
- If appropriate, staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.
- 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.

Policy Breaches and Reporting Concerns

- Participants are encouraged to report concerns during remote and/or live streamed sessions.
- 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 Mrs D. Milford, Headteacher.
- 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: restricting/removing use
 - ✓ Content will be removed immediately
- Contact the police if a criminal offence has been committed.
- Any safeguarding concerns will be reported to Mrs D. Milford, DSL (Designated Safeguarding Lead) or a DDSL (Deputy Safeguard Lead) in her absence, in line with our child protection policy.

January 2021

D.Milford