

## Appendix A

### *Online Learning during the Coronavirus (COVID-19) Outbreak*

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

### **Leadership Oversight and Approval**

1. Remote learning will only take place using TEAMS.
  - TEAMS has been assessed and approved by the Head of School.
2. Staff will only use Endeavour Academy managed or 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 Kerrie Whelan or Lesley Wood Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet or other mobile device.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT: 8.00am – 5.00pm.
4. All remote lessons will be formally timetabled; a member of SLT or DSL is able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from the Head of School.

### **Data Protection and Security**

6. Any personal data used by staff and captured by TEAMS when delivering remote learning will be processed and stored with appropriate consent and in accordance with data protection requirements.
7. All remote learning and any other online communication will take place in line with current Endeavour Academy confidentiality expectations.
8. All participants will be made aware that TEAMS can record activity.
9. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection requirements.
10. Only members of Endeavour Academy community will be given access to TEAMS.
11. Access to TEAMS will be managed in line with current IT security expectations i.e.
  - using strong passwords, logging off or locking devices when not in use etc.

### **Session Management**

12. Staff will keep registers which record the length, time, date and attendance of any sessions held.
13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - 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.
14. When live streaming with learners:
  - contact will be made via learners' Endeavour Academy provided email accounts and/or logins.

- contact will be made via a parents/carer account.
  - staff will mute/disable learners' videos and microphones.
  - at least 2 members of staff will be present.
15. Live sessions will only take place with approval from the Head of School and the staffing ratio will ensure that at least 2 staff are in attendance at any live sessions.
  16. A pre-agreed invitation/email 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/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 appropriately supervised by a parent/carer or another appropriate adult.
  17. Alternative approaches and/or access will be provided to those who do not have access. e.g. loan devices etc.

**Behaviour Expectations**

18. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
19. All participants are expected to behave in line with existing Endeavour Academy 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.
20. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
21. 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.
22. 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**

23. Participants are encouraged to report concerns during remote and/or live streamed sessions in the first instance to the member of staff running the session or by making contact with the DSL/Head of School.
24. 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 Kerrie Whelan Head of School.
25. 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, contacting police if a criminal offence has been committed.
26. Any safeguarding concerns will be reported to Kerrie Whelan / Lesley Wood, Designated Safeguarding Leads, in line with our Safeguarding procedures.

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

Staff Member Name: .....

Date.....