



WILMINGTON
GRAMMAR SCHOOL FOR GIRLS

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



Information and guidance regarding remote learning during Covid-19:

- DfE [‘Safeguarding and remote education during coronavirus \(COVID-19\)’](#)
- The Education People: [‘Safer remote learning during Covid-19: Information for School Leaders and DSLs’](#)
- SWGfL: [Safer Remote Learning](#)
- LGfL: [Coronavirus Safeguarding Guidance](#)
- NSPCC: [Undertaking remote teaching safely](#)
- Safer Recruitment Consortium: [‘Guidance for safer working practice for those working with children and young people in education settings Addendum’](#) April 2020

Leadership Oversight and Approval

1. Remote learning will only take place using Microsoft Teams.
 - Teams has been assessed and approved by Michelle Lawson, Head Teacher.
2. Staff will only use WGSG managed system.
 - 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 Jayne Leamon, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - School opening hours.
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.
5. Live streamed remote learning sessions will only be held with approval and agreement from Mrs Michelle Lawson, Head Teacher.

Data Protection and Security

6. Any personal data used by staff and captured by Microsoft Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
7. All remote learning and any other online communication will take place in line with current WGSG confidentiality expectations as outlined in the Acceptable Use policy.
 - Tell your class that the lesson is being live streamed vocally.
 - Invite the student to follow your PPT and listen to you lesson.
 - Screens should be turned off.
8. All participants will be made aware that Microsoft Teams records 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 policy requirements.
10. Only members of WGSG community will be given access to Microsoft Teams.
11. Access to Teams will be managed in line with current IT security expectations as outlined in Acceptable Use Policy.

Session Management

12. Staff will 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:
14. When live streaming with learners:

- contact will be made via learners' WGSG provided email accounts and logins.
 - staff will mute/disable learners' videos and microphones.
15. A pre-agreed invitation 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.
 - 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.
16. Alternative approaches and access may be provided to those who do not have access.

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. This includes:
- Appropriate language will be used by all attendees.
 - Staff will not take or record images for their own personal use.
19. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
20. When sharing videos, 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 sessions.
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 Mrs Jayne Leamon, DSL.
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 behaviour.
- Sanctions for deliberate misuse may include:
 - restricting/removing use, contacting police if a criminal offence has been committed.
25. Any safeguarding concerns will be reported to Mrs Jayne Leamon, Designated Safeguarding Lead, in line with our child protection policy.

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

Staff Member Name:

Date.....