



SHENFIELD ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL
Remote Learning and Acceptable Use Policy

Ratified: September 2023

Review due: September 2026

Leadership Oversight and Approval

1. Remote learning will only take place using Zoom and Google Classroom.
 - Zoom and Google Classroom has been assessed and approved by the Head of School.
2. Staff will only use Shenfield St Mary's managed, approved professional accounts with learners and 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 Mrs Bundy 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 parents/carers will not take place outside of the operating times as defined by SLT. Contact may only be made between the hours of 8am and 5:30pm.
4. Live streamed remote learning sessions will only be held with approval and agreement from the Head of School.

Data Protection and Security

5. Any personal data used by staff and captured by Zoom (if needed) when delivering remote learning will be processed and stored with appropriate consent and in accordance with our Data Protection policy
6. All remote learning and any other online communication will take place in line with current Shenfield St Mary's confidentiality expectations as outlined in the Data Protection policy.
7. All participants will be made aware that Zoom can record activity if appropriate.
8. 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. Only members of Shenfield St Mary's community will be given access to their child's Google classroom platform.
9. Access to Zoom and Google classroom will be managed in line with current IT security expectations e.g. using strong passwords, logging off or locking devices when not in use etc.

Session Management

10. Staff will record the length, time, date and attendance of any sessions held.
11. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - On Zoom the chat function is disabled and limited on Google classrooms. Within Zoom staff are not permitting learners to share screens, ensuring meeting ID's are kept private and there is a waiting room available.
12. If live streaming with learners:
 - contact will be made via learners' Shenfield St Mary's provided email accounts and logins.
 - contact will be made via a parents/carer account.
 - staff will have the ability to mute/disable learners' videos and microphones.
 - at least 2 members of staff will be present either physically or online.
 - If this is not possible, SLT will be notified
13. Live 1 to 1 sessions will only take place with approval from the Head of School/a member of SLT.
14. 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 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.
- 15. Alternative approaches and access will be provided to those who do not have access through loaned devices.

Behaviour Expectations

- 16. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
- 17. All participants are expected to behave in line with existing Shenfield St Mary's 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.
- 18. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- 19. When sharing videos and/or live streaming, participants are required to:
 - 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.
- 20. 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

- 21. Participants are encouraged to report concerns during remote and/or live streamed sessions:
 - Any concerns should be reported to the member of staff running the session or if possible the DSL. If it has been reported to a member of staff they then must notify the DSL at the earliest possible opportunity.
- 22. 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 Bundy (Head of School)
- 23. 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 or removing use, and if needed contacting police if a criminal offence has been committed.
- 24. Any safeguarding concerns will be reported to Mrs Bundy, Designated Safeguarding Lead, in line with our Child Protection policy.

I have read and understood the [Shenfield St Mary's Acceptable Use Policy \(AUP\)](#) for remote learning.

Staff Member Name:

Date.....