



'Striving for Life in All its Fullness' John 10:10

Archbishop Cranmer C. of E. Academy

Staff and Students Acceptable Use Agreement (AUA) for Remote Learning and Online Communication



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2020-2021



Leadership Oversight and Approval

1. Remote learning will only take place using Zoom, Seesaw and Class Dojo.
 - Zoom, Seesaw and Class Dojo have been assessed and approved by Melanie Stevens (Headteacher), Lauren Rogers (Deputy Headteacher) and Eleanor Hodgson (a member of the Senior Leadership Team and SENDCo).
2. Staff will only use Archbishop Cranmer managed systems 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 Melanie Stevens Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible e.g. a school 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:
 - 8:45am- 12:15pm 1:15-3:30pm.
4. All remote lessons will be formally timetabled; a member of SLT is able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher or a member of SLT.

Data Protection and Security

1. Any personal data used by staff and captured by Zoom, Seesaw or Class Dojo, when delivering remote learning, will be processed and stored with appropriate consent and in accordance with our Data Protection Policy e.g. using bcc to email multiple users and sharing work only when permission to do so. No personal usernames or passwords will be shared publicly on the platforms.
2. All remote learning and any other online communication will take place in line with current Archbishop Cranmer confidentiality expectations, as outlined in the Data Protection Policy (GDPR Compliant Aspire MAT).
3. All participants will be made aware that Zoom records activity. Consent from those involved in the session is required. These videos will be stored on school managed devices, how long they will be kept for and who will have access to them, in line with your existing Data Protection Policy.
4. Only members of Archbishop Cranmer community will be given access to Zoom, Class Dojo and Seesaw.
5. Access to Zoom will be managed in line with current IT security expectations: passwords, meeting IDs and waiting rooms should be enabled. Logging off or locking devices when not in use is required so access to classroom platforms (Seesaw and Class Dojo) cannot be accessed.



Session Management

1. Staff will record the attendance of any sessions held. This can be stored as a register.
2. Appropriate privacy and safety settings will be used to manage access and interactions. This includes: disabling/limiting chat, staff not permitting learners to share screens, keeping meeting IDs private, use of waiting rooms, password protection and videos on so pupils are visible.
3. When live streaming with learners, contact will be made via parent/carers' Zoom account due to age restrictions.
4. Staff will mute learners' microphones, but require children's videos to be enabled when possible.
5. Live 1 to 1 sessions will only take place with approval from the headteacher/a member of SLT and if a parent/carer is present in the room. With permission from the learner, the session will be recorded.
6. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.
7. Access links should not be made public or shared by participants.
8. Learners and/or parents/carers should not forward or share access links.
9. 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.
10. 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.
11. Alternative approaches and/or access will be provided to those who do not have access if agreeing to full liability of the device.

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 Archbishop Cranmer 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.
 - Pupils will sit appropriately and act with integrity as if in classroom setting.
 - Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
3. 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.
 - 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 e.g. report concerns to the member of staff running the session or tell a parent/carers.
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 SLT and parents / carers.
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.
4. Sanctions for deliberate misuse may include: restricting/removing use, contacting parents/ carers or, in extreme situations, contacting police if a criminal offence has been committed.
5. Any safeguarding concerns will be reported to Melanie Stevens, Designated Safeguarding Lead or Eleanor Hodgson (Deputy Safeguarding Lead) in Mrs Stevens absence, in line with our child protection policy.

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

Staff Member Name:

Signature:

Date: