

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

Leadership Oversight and Approval

1. Remote learning will only take place using Edulink, MS Teams and any other platform agreed by the relevant Deputy Head Teacher.
 - Edulink and MS Teams have been assessed and approved by Mr K W Moody, Head Teacher
2. Staff will only use Oakwood Park Grammar School managed, 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 Mrs A Lewell, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment only e.g. a school/setting laptop, tablet or other mobile device.
3. Online contact in the form of a 1-2-1 live/conversation with learners outside of a timetabled lesson is only allowed to take place with the permission of the relevant Deputy Head Teacher. Email communication, or use of channels in MS Teams, as in usual circumstances, is permitted.
4. All remote lessons will be formally timetabled; a member of SLG, DSL and/or Subject Lead are able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from the senior leadership group.
6. Live streamed lessons can take place in school or outside of school with the explicit permission of the Head Teacher. Where staff are delivering live lessons from their homes, it must be in an appropriate room, with the camera off or the background blurred.

Data Protection and Security

7. Any personal data used by staff and captured by the school system when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
8. All remote learning and any other online communication will take place in line with current confidentiality expectations as outlined in our privacy policy <https://www.opgs.org/wp-content/uploads/2020/03/Privacy-Policy.pdf>
9. All participants will be made aware that MS Teams records typed activity and in the case of live lessons will be recorded.
10. Staff will not record lessons or meetings using personal equipment. Only MS Teams is permitted for the use of filming lessons.
11. Only members of the Oakwood Park Grammar School community will be given access to EduLink and MS Teams.

12. Access to Edulink and MS Teams will be managed in line with current IT security expectations as outlined in our E-Safety policy. <https://www.opgs.org/wp-content/uploads/2019/11/E-Safety-Policy.pdf>

Session Management

13. MS Teams will record the length, time and date of live lessons.
14. Staff should monitor attendance of any sessions held, using the attendance log facility. Concerns around attendance in live lessons must be shared with Directors of Study and the relevant DHT. Directors of Study are expected to monitor 'attendance' through access to EduLink.
15. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - Language filters, disabling/limiting chat, staff not permitting learners to share screens.
16. When live streaming with learners:
 - contact will be made via learners' Oakwood Park Grammar School provided email accounts and logins only.
 - staff will mute/disable learners' microphones.
 - Students are not permitted to have their cameras on.
 - Live streamed lessons will be supported by Middle Leaders and Senior Leaders, who are expected to quality assure and support learning as normal.
17. Live 1-2-1 sessions/meetings are not permitted, unless approved by a member of SLG, and guidance followed:
 - Senior Leadership/Subject Lead must be notified
 - Parents/Carers are notified
 - Staff and students are in an appropriate location
18. A pre-agreed calendared event will be sent to those invited to live streamed lessons.
19. Session expectations around behaviour are to be shared at the start of each live streamed lesson.
20. 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/carers or another appropriate adult.
21. Alternative approaches and/or access will be provided to those who do not have access e.g. loaning of devices, recorded lessons which can be watched on demand.

Behaviour Expectations

22. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
23. All participants are expected to behave in line with existing Oakwood Park Grammar School policies and expectations. This includes:
 - Appropriate language will be used by all attendees.
 - Staff and attendees will not take or record images for their own personal use.
24. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
25. 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

26. Staff delivering live streamed lessons must be aware of the school behaviour policy, in terms of how to respond to behaviour which affects/prevents learning.
27. Participants are encouraged to report concerns during remote and/or live streamed sessions:
 - If a student, to a parent or carer in their home setting
 - If a student, the member of staff delivering the session where appropriate
 - The relevant Director of Study
 - The relevant Deputy Head Teacher
28. 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 the relevant Director of Study and/or Deputy Head Teacher, who will follow up the incident.
29. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, anti-bullying and behaviour policies.
30. Sanctions for deliberate misuse may include:
 - restricting/removing use
 - contacting parents and carers
 - contacting police if a criminal offence has been committed.
31. Any safeguarding concerns will be reported to Mrs A Lewell, Designated Safeguarding Lead, in line with our child protection policy.