

Acceptable Use Policy (AUP) for Parent Consultation Evenings – School Cloud

Leadership Oversight and Approval

1. Remote Parent Consultation Evenings will only take place using School Cloud – Parents Evening.
 - School Cloud has been assessed and approved by Mr KW Moody, Head Teacher and the senior team.
2. Staff will only use their Oakwood Park Grammar School specific, approved professional accounts with parents/carers for consultation evenings.
 - 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 Lewel, designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible.
3. Online contact with parents/carers, for the purpose of consultations, will not take place outside of the operating times as defined by SLG:
 - 16:00 – 19:00
4. All consultation appointments will be formally booked through the School Cloud – Parents Evening web-based platform; this will be overseen by Mrs S Craig, Deputy Head Teacher.
5. Remote consultations will only be held with approval and agreement from the headteacher/a member of SLG.

Data Protection and Security

6. All remote consultations and any other online communication will take place in line with current confidentiality expectations as outlined in the Privacy policy.
7. Staff will not record consultation appointments using personal equipment under any circumstance.
8. Parents/carers are not permitted to record consultation appointments using personal equipment under any circumstance.
9. Only members of the Oakwood Park Grammar School community will be given access to School Cloud – Parents Evening.
10. Access to School Cloud – Parents Evening will be managed in line with current IT security expectations as outlined in Acceptable Use Policy <http://6.opgs.org/wp-content/uploads/sites/2/2019/05/Acceptable-Use-Policy.pdf>

Session Management

11. School Cloud – Parents Evening will record the length, time, date and parent attendance of consultation appointments.
12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - Parental access linked directly to their child's details on Sims.
 - Parents are unable to send messages to staff through this web-based platform.
 - The built in 'waiting room' to ensure privacy
13. When conducting consultations with parents:
 - contact will be made via the web-based platform, linked to Sims

- Parents/carer accounts are integrated with Sims
- Staff and parents/carers have the ability to turn their cameras off

Behaviour Expectations

14. Staff will model professional standards during remote sessions as they would in the normal circumstances of parent consultations.
15. All participants are expected to behave in line with existing Oakwood Park Grammar School policies and expectations. This includes:
 - Appropriate language and professional conduct will be used at all times,
 - Staff will not take or record images for their own personal use.
 - Social distancing to remain in place if sharing consultation with colleagues
16. When sharing screens and conducting remote consultations, 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.

Policy Breaches and Reporting Concerns

17. Participants are encouraged to report concerns which emerge from remote consultation sessions. Concerns should be passed to a member of the senior team.
18. If inappropriate language or behaviour takes place, the session should be terminated, and concerns reported to a member of the senior team.
19. Inappropriate online behaviour will be responded to in line with existing policies such as the acceptable use policy.
20. Sanctions for deliberate misuse may include:
 - restricting/removing use, contacting police if a criminal offence has been committed.
21. Any safeguarding concerns will be reported to Mrs A Lewel, Designated Safeguarding Lead, in line with our child protection policy.