I.T. Acceptable Use Policy for Microsoft TEAMS for Education

Leadership Oversight and Approval

1. Remote learning will only take place using Microsoft TEAMS for Education.

   o Microsoft TEAMS for Education has been assessed and approved by the Senior Leadership Team (SLT) and is also a Local Authority suggested software programme for use in education.

2. For the purpose of live-streamed remote lessons, staff will **only** use school managed, approved professional accounts with learners. In doing so:

   o Use of any personal accounts to communicate with learners and/or parents/carers is not permitted
   o Any pre-existing relationships or situations, which mean this cannot be complied with, will be discussed with the Headteacher as the school's Designated Safeguarding Lead (DSL)
   o Staff will use the equipment provided by school unless prior approval has been given (school laptop)
   o All live remote sessions to pupils will be recorded by the teacher and then safely stored by the school. These will be available for viewing by the Senior Leadership Team at any point if needed.

3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by the Headteacher

   o Between the hours of 8:30 am and 3:30 pm

4. All live-streamed remote learning sessions will only be held with approval and agreement from members of SLT.

Data Protection and Security

5. Any personal data captured by Microsoft TEAMS for education when delivering remote learning will be processed and stored with appropriate consent and in accordance with our GDPR & Data Protection Policy. For example;

   o If names are added to any work.
   o If images are shared as part of work.

6. All remote learning and any other online communication will take place in line with current Coton-in-the-Elms C of E Primary School confidentiality expectations as outlined in the GDPR & Data Protection Policy for example:

   o No full names will be used without prior consent
   o Private chat messages will be treated in confidential manner.

7. All participants will be made aware that Microsoft TEAMS for Education records activity. The system will also monitor and record written communication so that any issues can be followed up by SLT.

8. Only members of Coton-in-the-Elms C of E Primary School community will be given access to Microsoft TEAMS for Education.

9. Access to Microsoft TEAMS for Education will be managed in line with our current IT Policies.

Session Management

11. Staff will record the length, time and date of **all** sessions held and those pupils who attend.

12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes;

- o Language filters on chat functions.
- o No pupil screen sharing
- o Keep live session links private.

13. When live streaming with learners;

- o Contact will be made via learners' school provided email accounts only.
- o Staff will apply a generic background on TEAMS if working from home
- o Staff will mute learners' microphones on arrival and may disable learner's videos
- o Staff will record all virtual sessions when they are the only staff member on the call
- o Where appropriate, staff may temporarily unmute one child at a time so they can interact with questioning

14. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.

- o Access links should not be made public or shared by participates.
  - ▪ Learners and parents/carers should not forward these OR share access links EVEN WITH FELLOW MEMBERS OF THE SCHOOL COMMUNITY.
- o Learners are encouraged to attend lessons in shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

15. Parents to contact the school using the respective learning support email (as indicated on page 20 of the Remote Learning Strategy booklet) in the event of technical difficulties, beyond their control.

Behaviour Expectations

16. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

17. All participates are expected to behave in line with existing school policies and expectations. This includes:

- o Appropriate language will be used **by all attendees**.
- o Staff will not take or record images for their own personal use.

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, participates are required to;

- o Wear clothing appropriate and be in an appropriate place.

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 or live stream sessions:

   o   Report to the teacher running the session
   o   Report to the Headteacher or Deputy Headteacher.

22. If inappropriate language or behaviour takes place either in a live stream or written online communication, participants involved will be removed by the staff member immediately, the session may be terminated and concerns will be reported to the Designated Safeguarding Lead – the Headteacher.

23. Inappropriate online behaviour will be responded to alongside existing policies in relation to; Acceptable Use of IT, Allegations Against Staff, Child Protection & Safeguarding, Anti-Bullying and Behaviour.

   o   Sanctions for deliberate misuse may include; full termination of a school email account, restrictions for usage put in place such as the right to access live sessions, formal discussions with parents and governors and the contacting of the Police if a criminal offence has been committed.

24. Any safeguarding concerns will be reported to the Headteacher or Deputy Headteacher (Designated Safeguarding Leads), in line with our child protection policy.