



## **Remote Learning Acceptable Use of Technology Policy**

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Birchington CE Primary School's community when taking part in remote learning, for example following any full or partial school closures.

### **Aims**

1. This remote learning policy aims to:
  - Ensure consistency in the approach to remote learning for pupils who aren't in school
  - Set out expectations for all members of the school community with regards to remote learning
  - Provide appropriate guidelines for data protection

### **Leadership oversight and approval**

2. Remote online learning will only take place using Oak National Academy
  - Oak National Academy has been assessed and approved by the Headteacher.
3. Staff will only use Birchington CE Primary School managed accounts with learners.
  - Use of any personal accounts/emails/personal mobile phones to communicate with children and/or parents/carers is **not** permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Kath Barham, Designated Safeguarding Lead (DSL)
  - Staff will only use work provided equipment e.g. a school/setting laptop, tablet, or other mobile device following the same security arrangements as in the Staff AUP

### **Contact between the school and parents/carers**

4. Online contact with pupils and/or parents/carers will not take place outside of the operating times 8:15am to 3:30pm
5. Contact with the parents/carers of any child not in school will be through:
  - the parent/carer's email address and staff work email addresses

- phone calls using the school provided mobile phones, or the school landline
- There will be no emailing or phone calls directly with children

6. Contact with the children not in school will be through:

- Phone calls, using the parent/carer's phone numbers, with the parent in attendance and their phone on speaker

## **Roles and responsibilities**

### **Teachers**

7. Teachers will be at school and will be working their directed hours of 8:15am and 3:30pm Monday to Friday during term-time.
8. If a teacher is unwell and not at school, then other adults in that year group will cover the planning and marking for that class.

### **Senior Leaders**

9. Alongside any teaching responsibilities, Senior Leaders are responsible for:
  - Co-ordinating the remote learning approach across the school
  - Arrange any loan agreements for loaned out laptops
  - Ensuring parents and carers are made aware of remote learning opportunities their child can access

### **Inclusion Leader**

10. Alongside any teaching responsibilities, the Inclusion Leader is responsible for:
  - contacting parents/carers of all SEND and vulnerable children (1x weekly)

### **IT Network Manager**

11. The IT Network Manager is responsible for:
  - Prepare any school provided laptops being loaned out and 'clean' them on their return
  - Helping staff and parents with any technical issues they're experiencing
  - Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection lead

### **Pastoral Manager/Family Liaison Officer (FLO)**

12. The pastoral manager/FLO is responsible for:
  - contacting and checking in with vulnerable families at least 1 x weekly and more often if necessary

## **Office Staff**

13. Office staff are responsible for:

- Handing out loaned laptops

## **Designated Safeguarding Lead**

14. The DSL is responsible for:

- Monitoring the safeguarding considerations of remote learning and contact between school and home

15. Ms Kath Barham is the Designated Safeguarding Lead (DSL).

16. Additionally, the school have appointed Deputy DSLs who will have delegated responsibilities and act in the DSLs absence:

- Jonathan Forwood (DHT)
- Kirstie Brown (AHT)
- Ellie Chapman (Pastoral Manager/FLO)

## **Data Protection Lead**

17. The DPL is responsible for:

- Ensuring the DPO is informed of any breaches of data

Jonathan Forwood is the Data Protection Lead.

## **Pupils and Parents/Carers**

Staff can expect pupils learning remotely to:

- Complete work on a daily basis
- Seek help, if they need it, from teachers – either by informing the teacher or asking their parent/carer to contact their teacher

Staff can expect parents/carers with children learning remotely to:

- Ensure their child completes the work set
- Seek help from the school if they need it
- Set up good routines with their child/ren to assist with their remote learning
- Make the school aware if their child is sick or otherwise can't complete work

## **Governing Body**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## **Data Protection and Security**

18. Ensuring teachers use 141 in front of any telephone numbers when ringing on their work provided mobile

19. All remote learning and any other online communication will take place in line with current Birchington CE Primary School confidentiality expectations as outlined in the Confidentiality Policy.

20. Staff will not record lessons or meetings using personal equipment

## **Policy Breaches and Reporting Concerns**

21. Participants are encouraged to report concerns during remote learning:

- For children, reporting concerns first to their class teacher, then Upper/Middle/Lower School Leader, Deputy Headteacher, Headteacher and also telling their parent/carer
- For teachers, to the Upper/Middle/Lower School Leader or Deputy Headteacher

22. 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.

## **Links with other policies**

23. This AUP is linked to our:

- Behaviour policy
- Child Protection and Safeguarding policy
- GDPR and Data protection policy
- Privacy notices
- Home-school agreement
- Online Safety Policy