# HOPE VIEW SCHOOL
## ACCEPTABLE USE POLICY FOR REMOTE LEARNING AND ONLINE COMMUNICATION

### Leadership Oversight and Approval
1. Remote learning will only take place using Microsoft Teams.
   o Microsoft Teams has been assessed and approved by the Headteacher and Director of IT.
2. Staff will only use Hope View School's managed or specific, approved professional accounts with learners and/or parents/carers.
   o 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 Mr Carl Goodhew Designated Safeguarding Lead (DSL).
   o Staff will only use work provided equipment e.g. a school laptop or desktop computer.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
   o Between the school hours of 8.30am and 3.15pm.
4. All remote lessons will be formally timetabled; a member of SLT, DSL and/or head of department 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/a member of SLT.

### Data Protection and Security
6. Any personal data used by staff and captured by Microsoft Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
7. All remote learning and any other online communication will take place in line with current Hope View School's confidentiality expectations as outlined in the Confidentiality policy.
8. All participants will be made aware that Microsoft Teams records activity.
9. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements
10. Only members of Hope View School's community will be given access to Microsoft Teams.
11. Access to Microsoft Teams will be managed in line with current IT security expectations as outlined in the Online Safety Policy.

### Session Management
Staff will record the length, time, date and attendance of any sessions held. This information will be stored in a designated folder on the school system.
12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
   o language filters, disabling/limiting chat, staff not permitting learners to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.

13. When live streaming with learners:
    o contact will be made via learners' Hope View School's provided email accounts and/or logins
    o contact will be made via a parents/carer account.
    o staff will mute/disable learners' videos and microphones.
    o at least 2 members of staff will be present.
        ▪ If this is not possible, SLT approval will be sought.
14. Live 1:1 sessions will not take place under any circumstances.
15. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
    o Access links should not be made public or shared by participants.
        ▪ Learners and/or parents/carers should not forward or share access links.
    o 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.
16. Alternative approaches and/or access will be provided to those who do not have access.

## Behaviour Expectations
17. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
18. All participants are expected to behave in line with existing Hope View School's 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.
    o Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.
19. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
20. When sharing videos and/or live streaming, participants are required to:
    o wear appropriate dress.
    o ensure backgrounds of videos are neutral (blurred if possible).
    o ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
21. 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
22. Participants are encouraged to report concerns during remote and/or live streamed sessions to the Headteacher, Director of IT or DSL.
23. 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 Headteacher.
24. 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.
    o Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.
25. Any safeguarding concerns will be reported to Mr Carl Goodhew, Designated Safeguarding Lead, in line with our child protection policy.