



Acceptable Use Policy (AUP)

Staff Remote Learning and Online Communication

Hayesbrook Academy Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of Hayesbrook Academy community when taking part in remote learning.

Leadership Oversight and Approval

1. Remote learning will only take place using approved Trust digital platforms.
2. Staff will only use academy managed or specific, approved professional accounts with learners and/or parents/carers.
3. Staff will use work provided equipment e.g. an academy laptop, tablet, or other mobile device. Where this is not possible, alternative devices must be agreed by IT Services.
4. Online remote contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT: 08:45am – 5:00pm
5. All remote lessons will be formally timetabled; a member of SLT is able to drop in at any time.
6. Live streamed remote learning sessions will only be held with approval and agreement from the principal/a member of SLT.

Data Protection and Security

1. Remote learning delivered on Google Meet should not be recorded if students or other members of staff are in the recording (this is when they speak) unless there is an immediate safeguarding concern. Any recording should then be shared with the DSL and the normal safeguarding procedures followed.
2. Any recording must be edited for GDPR reasons before sharing with students.
3. Recordings should be deleted after 30 days or moved to a Google Shared Drive.

Session Management

1. Individuals from outside the academy should not be admitted to a call unless agreed in advance with SLT.
2. Do not admit any requests to join the call from anyone who has a Trust email account. They should be able to join automatically.
3. Video calls should only take place and should follow these guidelines:
 - The teacher must be in an appropriate setting without distraction
 - If not in an academy, the teacher must have a plain background or use an appropriate Google Meet background.
 - The teacher should be dressed as they would be in school.
 - When finishing a Meet call, the Teacher should always “End meeting for all”.
 - Use the Host controls in Google Meet as appropriate.
4. Where live 1 to 1 sessions take place with students, either a parent/carer or a second member of Academy staff must be present.
5. Google Meet calls should use the Meet links in Google Classroom. Where this is not possible then a call should be set up at meet.google.com and shared via email.
 - Call links must not be made public
 - Google Classroom Meet links should be reset if they become compromised.
 - Learners and/or parents/carers should not forward or share access links.
 - Learners are encouraged to attend lessons in an appropriate location where they are able to concentrate and with minimal disruption

Behaviour Expectations

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing academy policies and expectations. This includes:
 - Cameras should be switched off.
 - Microphones should be muted unless a teacher has asked a student to unmute themselves.
 - Questions can be typed in the chat box – students must write in formal English - no text talk.
 - If a student misbehaves they will be removed from the session and a parent/carer will receive a phone call.
 - Students must arrive promptly

3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
4. 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

1. Participants are encouraged to report concerns during remote and/or live streamed sessions through a direct message to staff during the session.
2. 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 students Head of Year and a behaviour record will be added to Classcharts.
3. 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.
4. Sanctions for deliberate misuse may include:
 - My access to technology could be withdrawn.
 - The breach will be dealt with in accordance with the disciplinary procedures of Hayesbrook academy
5. Any safeguarding concerns will be reported to Steven Reader, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood Hayesbrook Academy's Acceptable Use Policy for remote learning.

Staff Member Name _____ Date _____