# Acceptable Use of ICT (AUP)
# Remote Learning Policy
# [Paragraph 7, Part 3 ISSR]

| Author | Designated Safeguarding Leads |
|---|---|
| Version Number | 1.1 |
| Approval Date | **September 2023** |
| Approved By | Full Governing Board<br>▪ This policy agreement is reviewed and approved as part of the review and approval cycle for the Online Safety Policy. |
| Date of Last Review | September 2023 |
| Review Cycle | Annually |
| Date of Next Review | **Autumn Term 2024** |
| Date of Next Approval | **FGB, Autumn Term, 2024** |

| Regulatory / Statutory Authority(ies) | ▪ The Independent School Standards Regulations (ISSR).<br>▪ Independent Schools Inspectorate (ISI) - Para 7, Part 3 ISSR – Safeguarding. |
|---|---|
| Related Policies, Procedures, and/or Documentation | ▪ Behaviour (and School Code of Conduct) Policy.<br>▪ The Online Safety Policy.<br>▪ Safeguarding and Child Protection Policy. |
| Published To | ☒ CSF Website<br>☒ School Website<br>☒ Shared Staff Area<br>☒ ISI Portal<br>☒ Available to Parents |

## VERSION HISTORY

| Version Number | Amendment(s) Or Formal Review | Date [Month/Year] | Summary of change(s) |
|---|---|---|---|
| 1.0 | Formal Review | September 2023 | Formal Review and Approval at Full Governing Board |
| 1.1 | Amendment | March 2024 | Updated Role Descriptors / Titles; converted to new policy template and structure. Aligned across schools. Updated by Heads and ICT. |

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## ACCEPTABLE USE OF ICT – REMOTE LEARNING POLICY (AUP)

### Core Values:

**Safety**        **Responsibility**        **Respect**        **Honesty**        **Integrity**

### 1    Principles

- We aim to provide an excellent education to all our students.
- Interacting with each other online is no different than interacting face-to-face: we are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions.

### 2    General Conduct

- Students must conduct themselves in the same way they would in school.
- Language, both spoken and written, should remain appropriate and suitably academic.
- We continue to expect the highest standards of politeness and integrity from our students.
- We expect students to access their full curriculum as much as they are reasonably able to.
- We expect students to meet all deadlines set by staff for the submission of work unless affected by illness or other extenuating factors.
- Students must respect the privacy of others and so must not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly, without going through official channels and obtaining permission.

### 3    Conduct in 'Live' Lessons (Meetings)

- Meetings will only occur with a minimum of three people present, including at least one teacher; unless specific consent has been authorised in exceptional circumstances by a Senior Leader.
- Students may join any Meeting occurring in their normal class Team.
- Students must leave a Meeting when instructed to do so.
- Staff will advise students of when Meetings will occur in advance, where possible this will be in a normal lesson slot.
- Students should only enable microphones with teacher permission.
- Students should be mindful of the appropriateness of possible background sound when using their microphone.
- Meeting text chats should only be used for learning conversations as directed by the teacher; these chats are logged within Teams.

### 4    Student Camera Use on Microsoft Teams

Students must remember that they have agreed to follow our Acceptable Use Policy and should conduct themselves with the same standards of behaviour we expect in school.

We expect them to adhere to the following guidelines for use of their camera:

- Choose an appropriate location, not a bedroom, if possible.
- Choose a location where other people will not appear on camera without realising.
- Blur the background or add a false background using the video settings within Teams.
- If this is not possible, choose a location with a plain background.
- Be appropriately dressed at all times.
- Only turn on the camera if the teacher asks students to do so and only ever after the live lesson has started. Students will never be required to use their camera and should only do so when they feel comfortable.
- Be prepared to turn the camera off immediately if requested to do so.
- Do not use the camera as a way of communicating with others during lessons.
- The right to use a camera is a privilege we will grant in order to aid pupils' education and can be withdrawn at any time. Any misuse of a camera will be considered a serious breach of rules and will be sanctioned accordingly.

## 5    Use of Shared Resources

We expect that all resources shared by members of staff are only used as directed and on the platforms provided by CSF. In particular, if resources are shared, including audio and video, students must not:

- take screenshots;
- share content outside of the Team;
- record any part of a lesson or video;
- post any content on to another site/platform; or
- share any of the resources outside of the school.

## 6    Sanctions

Teachers will report unacceptable behaviour to Heads of Year and Senior Staff.

In the event of unacceptable conduct, we will adopt a 'stepped approach' to sanctioning behaviour. This may include:

- removing students from live Meetings;
- limiting student contribution rights in Teams;
- removing student access to live Meetings; or
- removing student access to any/all shared resources.

**END**