IT Remote Learning Acceptable Use

Staff

Key Document details:

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1.Introduction

1.1 Statement

This document has been created to help enable the safe use of remote learning in the MAT and to minimise the risk of deliberate or unintended misuse of remote learning.

1.2 Who it applies to

This policy applies to all employees of the MAT.

2.Policy

2.1. Definition of remote learning

Remote learning

Any system used to facilitate learning between stakeholders, who are separated by space, time or both. Remote learning systems may be:

- **passive** (pre-recorded content without any interaction)
- i**nteractive** (where the teacher posts activities and the student responds)
- **Live/synchronous (**users are connected to the same service at the same time)

Whilst recognising the value of live and synchronous system, without expertise and experience this may not be the most appropriate approach for students.

2.2 Limiting risks of using remote systems

Staff will follow the existing AUP regarding acceptable use, code of conduct, safeguarding, password and any other applicable policy

Staff will only ever use remote learning systems that have been approved by their Principal and by the IT Director and Data Protection Officer. Staff should use work devices for the conducting of remote learning unless permission has been given to use a home device. This policy will apply to remote learning for work purposes regardless of the ownership of the device.

Consideration will be made before using a remote system regarding all users:

- **Age** (in terms of any age limit on the system, or for younger children, the ability to participate)
- **Group Size** (Larger groups may be harder to manage and may be better suited e.g. a virtual learning environment
- **Technology requirements** (Pupils should not be excluded from learning due to a lack of technology at home)
- **Potential data costs** (Users of mobile data may incur charges to access remote learning)
- **Security of devices** (to limit any potential data loss or theft)
- **Professionality** (the use of language, dress, conduct should follow the code of conduct for staff)
- **Data protection** (through what could be recorded in the background, or as part of the event). Meetings on teams should be recorded and participants informed. A copy of the recording will be stored and disposed of in line with Data Protection policy.
- **Behaviour** (set clear expectations of both student and staff behaviour)
- **Consent** (if recording live sessions or using students on recorded lessons or resources consent for that recording must be confirmed and recorded)
- It is worth considering some ground rules, creating safe spaces, and explaining these as the introduction to each session. Examples may be who can speak, to start meetings with camera disabled unless specified beforehand. Staff should know how to disable cameras and/or mute audio from a user if conducted from an unsuitable location or unacceptable language is used.

2.3 Safeguarding

Online or offline, effective Safeguarding requires a whole-school approach. Planning and the use of distance learning activities should include the school's safeguarding team as part of the planning process.

Schools must ensure the use of synchronous or live online tuition follows best practice (e.g. 2 members of staff involved) and is in-line with the School's Safeguarding Policy.

All staff should be made aware of safeguarding obligations towards any other stakeholder or member of the public. Staff must be trained in how to report any safeguarding incidents or potential concerns in line with the safeguarding arrangements of the school/trust.

2.4 Livestreaming

In the case of Livestreaming services, caution must be exercised here given the requirements for the implications regarding the safety of accounts, personal data and privacy questions. In particular, consideration must be given towards:

- The terms of service together with privacy policies and in particular if there are any minimum age requirements of the chosen service.
- If the system includes online chat feature, and if this can be moderated.
- Privacy settings before posting – (e.g. YouTube has a variety of settings (Public, Unlisted, Private, Comments Allowed/Not Allowed) that will determine who can see and comment on the video.
- The possibility that due to self-isolation, family circumstances or homes of multiple occupation, users may be in their bedrooms and this may not be appropriate. Where appropriate all students (but in particular students under 13) should be in locations where parents can hear and if required watch the lesson.
- Training staff so that they are able to terminate a call and disable incoming camera or audio feed
- Data protection e.g. if the service may require the sharing of personal data for example usernames to invite in.
- Ensure attendees agree that they will not take screenshots or record the event themselves for later use on social media or sharing amongst others

2.5 Managed Software

3.2 When using managed remote learning software e.g Microsoft Teams, Purple Mash, Tapestry or other virtual learning environment, use should only be in accordance with the staff code of conduct and other relevant policies

Any managed service must only be used by people who have been granted access by the multi academy trust. Access by any other party is strictly prohibited.

Never reveal your password to anyone or attempt to access the service using another's login details.

As these remote access services are provided by external companies, The White Horse Federation can make no guarantees as to service availability or quality.

2.6 Record keeping

It is best practice to create an electronic record of who participated in a learning event, including those that arrived/departed early or late.

Be clear about whether it is acceptable for students to record events and expectations/restrictions about onward sharing

If the service being used records the conference, make sure that everyone is aware of this. It is important to know how long any recordings are kept for and how to access them in accordance with GDPR.