Acceptable Use Policy

Live-streaming/ Recorded Lessons

Waunfawr Primary School

Relevant Legislation:

- Data Protection Policy
- Waunfawr Primary School Safeguarding Policy 2016

Guidance

- Guidance from the Welsh Government regarding live-streaming can be found in full here: https://hwb.gov.wales/api/storage/7700f5ae-a7ad-4177-8643-d7226ae9940f/stay-safe-stay-learning-safeguarding-principles-and-practices-of-live-streaming.pdf

Leadership Oversight and Approval

1. Remote learning will only take place using **Microsoft Teams via Hwb & Class Dojo**.
   - **Both learning platforms** have been assessed and approved by **M. Armishaw (Headteacher) and the governing body**.
2. Staff will only use **school** managed **or** approved professional accounts (Hwb) with learners **and/or** parents/carers. **It is always recommended staff use school/setting managed systems where possible or are required to set up separate school approved professional accounts.**
   - 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 **Mrs M. Armishaw** Designated Safeguarding Lead (DSL).
   - Staff will use work provided equipment where possible **e.g. a school/setting laptop, tablet or other mobile device. Where this is not possible, staff will follow policies with regards to data protection, data security and safeguarding.**
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
   - **08:30- 16:00**
4. All live-streamed remote lessons will be formally timetabled; with **a member of SLT and/or DSL** able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher.

Data Protection and Security

6. Any personal data used by staff and captured on **Teams via Hwb** when delivering remote learning will be processed and stored with appropriate consent and in accordance with the data protection policy **of all parties: Hwb; Microsoft** (https://privacy.microsoft.com/en-US/privacystatement#mainnoticetoendusersmodule); **and Waunfawr Primary school**.
7. All remote learning and any other online communication will take place in line with current **school** confidentiality expectations as outlined in **our Data Protection and Safeguarding** policies.
8. All participants will be made aware when a recording is being started in **Teams and consent needs to be obtained from all participants**. Any recorded lessons will be available to children to view for up to 30 days after the recording is made. **The recorded lessons will be stored on the Teams platform in the Team/ chat sections.**
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. **Staff will amend the settings on a recorded lesson to ensure secure sharing with learners who were not present: either via Stream or shared link to Teams page.**
11. Only members of **Waunfawr Primary Classes** will be given access to the relevant class Teams pages.
12. Access to **Teams** will be managed in line with current IT security expectations as outlined by Hwb Acceptable use policy and the School's Acceptable use policy.

Session Management

13. Staff will record the length, time, date and attendance of any sessions held using an excel spreadsheet stored on OneDrive, 2020-2021.

14. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
    - **Limiting chat between pupils**
    - **Staff will not permit learners to share screens.**
    - **No confidential information being disclosed or discussed.**
    - **Blurred backgrounds will be used where possible.**
    - **Setting recorded video permissions to STREAM or a shareable link, <u>to limit</u> downloading to personal devices by users.**
15. When live streaming with learners:
    - contact will be made via learners' **school** provided email accounts and logins.

- staff will mute/disable learners' videos and microphones for the duration of the session, unless the child signals a 'hands-up' or the teacher invites comments.
- at least 2 members of staff will be present where possible. If not possible, SLT approval will be sought.

16. Live 1 to 1 sessions will **NOT** take place with any learners, and all staff will terminate live-streamed lessons so that **no two learners are left alone in a video chat**. In the exceptional case of 1:1 sessions being conducted (i.e. counselling/ safeguarding sessions) this **must** be approved by the DSL and have another member of staff present if possible and is auditable.
17. A pre-agreed **invitation** detailing the session expectations will be sent to those invited to attend.
    - Access links should not be made public or shared by participants.
        - Learners **and/or** parents/carers should not forward or share access links.
        - If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
    - 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.
18. Alternative approaches **and/or** access will be provided to those who do not have access. **School will loan devices to those identified as needing one/ who request one.**

Behaviour Expectations

19. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
20. All participants are expected to behave in line with existing school policies and expectations. Staff will outline the expected behaviours of children **at the start** of any and all live-streamed sessions.
21. Staff will remind attendees of behaviour expectations and reporting mechanisms at the **start of each session.**
22. When live streaming, **all** participants are required to:
    - **Use appropriate language at all times.**
    - **Not take or record images for their own personal use.**
    - **Be appropriately dressed.**
    - **Be in a safe & appropriate setting to be live-streaming.**
    - **Be mindful of confidentiality policies (staff specific).**
    - **Raise any safeguarding concerns in the relevant ways in line with current safeguarding policies.**

23. 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

24. Participants are encouraged to report concerns during remote **and/or** live streamed sessions:
    - **For learners: pupils should be encouraged to raise any concerns they have, either with the member of staff leading the session or tell parents/ carers.**
    - **Staff will record any e-safety concerns to ICT lead & record on the relevant logging form.**
    - **Staff will record any safeguarding concerns as per the safeguarding policies in place.**
25. 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 **SLT/ DSL**.
26. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behavior:
    - Sanctions for deliberate misuse may include: **restricting and/or removing use of devices, recording and escalating to relevant bodies in line with procedures, or contacting police if a criminal offence has been committed.**
27. Any safeguarding concerns will be reported to **Mrs M Armishaw**, Designated Safeguarding Lead, in line with our child protection policy.

Policy Implemented: July 2020
Policy Reviewed:
Policy Reviewed:

Signed
Headteacher: _____
Chair of Governors: _____

I have read and understood the Waunfawr Primary School Acceptable Use Policy (AUP) for Live streaming/Video lessons.

Staff Member Name: ……

Date……

Waunfawr Primary School
Key Stage 2 Acceptable Use Policy Agreement

This is how I will stay safe when using the computers in school **and at home**:

1) I will ask a teacher or suitable adult if I want to use the computers or iPads.
2) I will only use activities that a teacher/ suitable adult has told or allowed me to use.
3) I will take care of the computer and other equipment.
4) I will ask for help from a teacher/ suitable adult if I am unsure of what to do or if I think I have done something wrong.
5) I will make sure I use appropriate language and wear appropriate clothes during any video lessons.
6) I will follow any rules given to me by teachers during any video lessons.
7) I will raise any concerns with a teacher/ suitable adult- these can include bad language, inappropriate behaviour, things that upset me online etc.
8) I will not be in a 1:1 video chat with any teacher/ fellow pupil/ other adult on my Hwb account.

I know that if I break the rules I might not be allowed to use a computer or I will be removed from any video lessons.

"I have read the above rules. I understand and agree to follow the expectations of the school." Signed Pupil:_____

Signed Parent:_____

Date:_____

Waunfawr Primary School
Foundation Phase Acceptable Use Policy Agreement

This is how I will stay safe when I use the computers in school **and at home**:

1. I will ask a teacher if I want to use the ipads/ computers.





2. I will take care of the computers/ other equipment.

3. I will ask a teacher/ adult for help if I am unsure of what to do or if I think I've made a mistake.



4. I will make sure I use appropriate language and wear appropriate clothes during any video lessons.



5. I will follow any rules given to me by teachers during any video lessons.





6. I will tell a teacher/ suitable adult if I see something that upsets me online.

7. I will not be in a 1:1 video chat with any teacher/ fellow pupil/ other adult on my Hwb account.



I know that if I break the rules I might not be allowed to use a computer or I will be removed from any video lessons.

"I agree that I have read through the above with my child to help them understand and follow the expectations of the school":

Signed (Parents) _____

Date:_____