



**This policy should be carried out in the context of and in conjunction
with Dale Hall CP School's Safeguarding Policy**

Leadership Oversight and Approval

1. Remote learning will only take place using Class Dojo with links to the Dale Hall Website.
 - o Class Dojo has been assessed and approved by the Headteacher and the Senior Leadership Team (SLT)
2. Staff will only use Dale Hall 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 the Headteacher, Deputy or Assistant Headteachers or the school's On-line Safety Lead if an online safety concern.
 - o Staff will use work provided equipment where possible e.g. a Dale Hall laptop or tablet. If personal mobile phones are used this should be with the agreement of your Phase Leader and photos should be taken on the Dojo App where possible and any photos should be deleted after they have been uploaded.

Data Protection and Security

3. All remote learning and any other online communication will take place in line with current confidentiality expectations as outlined in the
 - o Staff should not use their first names in communication with parents.
4. Only members of Dale Hall CP School community will be given access to Class Dojo
 - o Access to Class Dojo will be managed in line with current IT security expectations such as, using strong passwords, logging off or locking devices when not in use etc.

Session Management

5. When live streaming with learners:
 - o contact will be made via sending links to Google Meet to parents via Class Dojo.
 - o staff will mute/disable learners' videos and microphones if needed.
 - o At least 2 members of staff will be present or a parent will be asked to be present.
 - If this is not possible, SLT approval will be sought.
6. Live 1 to 1 sessions will only take place with approval from the Headteacher.
7. A pre-agreed invitation (as relevant to the system being used) detailing the session expectations will be sent to parents of 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 unless permission is given by the class teacher.
 - 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.

Dale Hall CP School
Acceptable Use Policy for remote learning



- o Learners are encouraged to attend meetings in a shared/communal : room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
8. Alternative approaches and/or access will be provided to those who do not have access.

Behaviour Expectations

- 9. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
- 10. All participants are expected to behave in line with existing school 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.
- 11. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- 12. When sharing videos and/or live streaming, participants are required to:
 - o wear appropriate dress.
 - o ensure backgrounds of videos are neutral.
 - o ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
- 13. 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

- 14. Participants are encouraged to report concerns during remote and/or live streamed sessions.
- 15. 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 class teacher, phase leader or assistant head.
- 16. Inappropriate online behaviour will be responded to in line with relevant policies.
- 17. Any safeguarding concerns will be reported to the Headteacher (DSL), Deputy or Assistant Headteachers or On-line Safety Lead if an online safety concern.

I have read and understood the Dale Hall CP School Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....