



Pembury Primary School Remote Learning Acceptable Use Policy

(this is in addition to existing AUP and other related policies)

1. I understand that:

- these expectations are in place to help keep me safe when I am learning at home using Microsoft Teams, Class Dojo and any other online platforms. By logging on to these various platforms I am also agreeing to this AUP.
- live learning sessions using the above systems will only take place during the normal school hours.
- I should read and talk about these rules with my parents/carers.
- my use of the above systems is monitored to help keep me safe.

Please be aware all live learning sessions are recorded and by joining the lesson you have given consent for this to be recorded and shared within the class. The recording will be stored securely within the various platforms and will be kept in line with our existing data protection policy.

2. Only members of Pembury Primary School community can access the above systems.

- I will only use my Pembury Primary School provided email accounts to login and access remote learning.
- I will use privacy settings that have been set up by the school.
- I will not share my login/password with others.
- I will not share any access links to remote learning sessions with others.
- I will be given slots for their virtual classroom video lessons. I understand that I should ensure that I am logged in on time. Teachers cannot wait for children who are later or experiencing technical difficulties and neither can they help to fix technical issues.
- The school reserves the right to end virtual classroom lessons if there is a technical problem at the teacher's end. We will endeavour to run replacement sessions if this occurs, but it may not always be possible.

3. When taking part in remote learning I will behave as I would in the classroom. This includes:

- using appropriate language.
- only using the chat facility when given permission by my teacher and only if related to learning.
- not taking or recording images/content without agreement from the teacher and/or those featured.
- taking turns in speaking and using the predetermined signal (such as hands up) to contribute.

4. When taking part in live sessions, for safeguarding purposes, video calls will only take place if there are multiple pupils present. If there are fewer than two pupils present, the teacher will end the video call and contact the pupil using the telephone if necessary. I will:

- mute my microphone unless asked to contribute to the lesson.
- wear appropriate clothing and be in a suitable location.
- ensure backgrounds of videos are neutral and personal information/content is not visible.
- use appropriate alternative backgrounds and not use filters that alter my appearance.
- attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
- attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult. However the expectation is that parents/carer's will not interrupt the teaching.

5. If I am concerned about anything that takes place during remote learning, I will let my teacher or parent/carer know.
6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
 - being removed from the lesson by my teacher;
 - my parents being informed about my inappropriate behaviour;
 - being excluded from further lessons or having further restrictions placed on my use of remote learning.

I have read and understood the Pembury Primary School Acceptable Use Policy (AUP) for remote learning.

Please complete the fields below.

Child's Name..... Signed.....

Class..... Date.....

Parent/Carer's Name.....

Parent/Carers Signature.....

Date.....