



MAYFIELD GRAMMAR SCHOOL

GRAVESEND

**IT ACCEPTABLE USE POLICY
COV-19 Remote Learning Addendum**

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1. LEADERSHIP OVERSIGHT AND APPROVAL

- 1.1 Remote learning will only take place using the Zoom App.
- Zoom has been assessed and approved by Accordio and verified as being fit for purpose and GDPR compliant. This was at the request of Mr Boyce, Assistant Headteacher responsible for IT.
- 1.2 Staff will only use school email addressed accounts with learners whilst on Zoom, but any other contact must be made through school managed systems, such as school email or the VLE.
- 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 Absolon, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible.
- 1.3 Online contact with learners and parents/carers will not take place outside of the operating times as defined by SLT:
- All contact must be made between 8:30am and 4pm, unless there is a need for contact outside of these times. Mrs Absolon (DSL) must be consulted before any contact is made outside of this time.
- 1.4 All remote lessons will follow the existing school timetable as far as is practical. Any **member of SLT, DSL and/or head of department** is able to request a meeting code in order to drop in at any time or staff members are able to request another member of staff to be present.
- 1.5 Live streamed remote learning sessions will only be held with approval and agreement from the Headteacher and are encouraged.

2. DATA PROTECTION AND SECURITY

- 2.1 No personal data will be transferred through the Zoom app.
- 2.2 All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in MGSG Return to School Child Protection policy.
- 2.3 All participants will be made aware if a **Zoom** lesson is recorded should it be necessary.
- 2.4 Staff will not record lessons or meetings using personal equipment unless requested and agreed in writing and risk assessed by Mrs Absolon and Mr Boyce, in line with our data protection policy requirements.
- 2.5 Only students and staff of Mayfield Grammar School, Gravesend will be able to participate in video conferencing lessons via to access Zoom.
- 2.6 Access to Zoom will be managed in line with current IT security expectations as outlined in IT Acceptable Use Policy.

3. SESSION MANAGEMENT

3.1 Staff will record the length, time, date and attendance of any sessions held. Any students who do not attend shall be issued with a Distance Learning notification on Go4Schools.

3.2 Appropriate privacy and safety settings will be used to manage access and interactions. These include:

- Students disabling their video stream once in the lesson.
- Teachers only using student's first name when asking for anything from the student.
- Students naming themselves by their first name and first initial of surname, in order for the teacher to admit them to the Zoom lesson from the Waiting Room.
- Disabling the chat function if students cannot be trusted to use responsibly.
- Students muting themselves, unless they are asked a specific question in which to respond.

3.3 When live streaming with learners:

- Contact will be made via learners' school provided email accounts and the details of the Zoom meeting will be scheduled via the school VLE or email.
- Staff will mute/disable learners' videos and microphones.

3.4 Live 1 to 1 sessions will only take place with approval from the Headteacher.

3.5 A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend. The following special provisions must be made:

- Access links should not be made public or shared by participants.
- Learners/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.

3.6 Alternative approaches and access will be provided to those who do not have access.

4. BEHAVIOUR EXPECTATIONS

4.1 Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

4.2 All participants are expected to behave in line with existing school policies and expectations. This includes:

- Appropriate language and behaviour in line with the school Code of Conduct and Mayfield Expectations will be used by all attendees.
- An appropriate work space, in line with 3.5.
- Staff will not take or record images for their own personal use.

4.3 Staff will follow school behaviour expectations and the reporting process in line with school policy.

4.4 When sharing videos and/or live streaming, participants are required to:

- Wear appropriate dress. Staff members may stop the live stream of any student who does not meet these expectations.
- Ensure backgrounds of videos are neutral (blurred if possible).

- Ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

5. POLICY BREACHES AND REPORTING CONCERNS

- 5.1 Participants are encouraged to report concerns during remote sessions. Please report all concerns to Mrs Absolon or Mr Boyce.
- 5.2 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 Mrs Absolon (DSL) or Mrs Campbell-Dunlop (Deputy DSL).
- 5.3 Inappropriate online behaviour will be responded to in line with existing policies such as IT Acceptable Use Policy, Behaviour Policy, Anti-Bullying Policy and Mayfield's Expectations.
- 5.4 Sanctions for deliberate misuse may include removing of internet privileges within the school setting or notifying police that a criminal offence has occurred.
- 5.5 Any safeguarding concerns will be reported to Mrs Absolon (Designated Safeguarding Lead) in line with our Child Protection policy.

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