



TMET IT Acceptable Use for Online Learning

Disclaimer – Template Policy

This is a template policy. Schools must not delete or amend the content of this policy, other than adding information to the sections highlighted yellow. Once updated, schools must read and implement this policy within their school.
Please delete this disclaimer once updated.

Policy Monitoring, Evaluation and Review

This policy is effective for all schools within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

This policy should be read in conjunction with the Acceptable User Policy (AUP) (see Appendix 1 for AUP's linked to Key Stages as well as Staff and Parents), Online Safety Resources (see Appendix 2), Online Infringements and Sanctions (see Appendix 3), Safeguarding and Child Protection Policy, Anti-Bullying Policy, PSHE and Computing Policy,

Version:	4.0
Date created:	June 2020
Author:	G Smith & M Premdjy
Ratified by:	Executive Team
Date ratified:	March 2023
Review date:	January 2024

Revision History:

Version	Date	Author	Summary of Changes:
1.0	June 2020	GSM& MPR	New Trust template policy
2.0	January 2021	GSM & MPR	Clarifications made to lesson recording clauses; Teachers – 1.7, 1.8, 1.9 & 1.10 Pupils – 2.10, 2.11 Amended name of policy from home learning to online learning
3.0	January 2022	GSM	Policy reviewed and no additional changes
4.0	January 2023	GSM	Policy reviewed and no additional changes

Acceptable Use Policy for Online Learning

1. Teachers

- 1.1. Teachers will host live lessons where and when they find this will enhance the learning experience for the pupils.
- 1.2. Teachers will send the invite to pupils for the live lesson the morning of the scheduled lesson. For Secondary schools, pupils will receive an email invitation (calendar) otherwise the lesson can be found within the classroom environment via Microsoft Teams. For Primary schools, pupils will not receive an email and instead pupils will find their lesson links within the Microsoft Teams Classrooms Group.
- 1.3. Teachers will be dressed appropriately and remain professional throughout the video.
- 1.4. Teachers will ensure no other family members are in view of the camera.
- 1.5. Teachers will ensure they conduct all videoing with a plain background.
- 1.6. Teachers will not communicate with pupils outside the hours of 8.50am to 3.00pm. (to be customised by the school based on lesson timings)
- 1.7. All meetings, including breakout rooms, with a participant count of 3 or less will be recorded for safeguarding purposes.
- 1.8. The recordings of lessons are stored automatically within the meeting chat for 2 weeks and may be downloaded and/or shared with the wider class or staff at a later date. Recordings are automatically saved to the organisers/teachers secure OneDrive.
- 1.9. No video lessons will be one-to-one without prior agreement with the SLT.
- 1.10 Teachers will ensure that all class meetings are setup with the correct meeting options. Lobby and presenter options will be set and participants checked before admitting to the meeting.

2. Pupils

- 2.1. Teachers will not communicate with pupils outside the hours of 8.50am to 3.00pm (to be customised by the school based on lesson timings); we do not expect you to be working outside of these hours.
- 2.2. Pupils must be dressed appropriately for the duration of the video lesson, e.g. fully clothed, no pyjamas, no offensive slogans on clothing.
- 2.3. Pupils must remain on mute until invited to speak.
- 2.4. Pupils should be ready and waiting at the starting time of the lesson – this means your work and writing equipment is out ready and you join the lesson on Microsoft Teams before the start of the lesson.
- 2.5. Pupils are prohibited from recording, capturing/screen grabbing content from the video call or taking photos.
- 2.6. Pupils should remain in a public part of their house wherever possible.
- 2.7. Devices should not be used in the bathroom or anywhere in the house without your parents' permission.
- 2.8. Pupil accounts will be monitored for any misuse.
- 2.9. Pupils may have their school accounts suspended temporarily if they behave inappropriately.
- 2.10. Pupils will not share or distribute any lesson links with other people or via social media.
- 2.11. Pupils should sign in with their school email address only and not use any other pupil's login information. All account login details should be unique and only known by the pupil they were intended for.

3. Parents

- 3.1. Parents should ensure their child is appropriately dressed for sessions.
- 3.2. Parents should ensure that their child is aware of the need to behave in a session delivered by video link in the same way as if they were in school with the member of staff. If a pupil is behaving inappropriately, we may suspend their school account temporarily.
- 3.3. Parents should ensure other family members are out of camera shot and do not contribute to the video call.
- 3.4. Parents should ensure their child is familiar with how the whole process works. Also, make sure that your child knows their login so that they are ready to go at the appointed time. For primary aged pupils, we recommend that an adult is present nearby to assist login as well as any other support that may be needed during the live lesson.

Guidance and support for Parents and Carers

Video-conferencing uses a lot of power, it's a good idea to keep devices plugged into the mains power.

Do a practice run: role-playing is a great way to prepare your child for what's expected in the video class environment. If you have two devices, you can set yourself up on the platform they'll be using, or just use FaceTime and video-chat as if you're leading the class. Pretend you're the teacher and send your child an invite for a meeting.

Set expectations for how your child should conduct themselves on camera: face the screen; mute yourself when you're not speaking; unmute yourself when you're ready to talk; turn off the camera if you need to blow your nose; etc.

Pupils should behave appropriately when learning by video, just the same as if they were in class.

Assemble necessary equipment: pupils may need earphones, a microphone, and paper and pencil to take notes.

Choose a neutral background: broadcasting from the bedroom is a little intimate for a class setting. If they must, help them carve out a space where they can have peace and quiet but that doesn't convey too many personal details.

Don't take devices into the bathroom: just as with regular school, pupils should go to the bathroom before class. If there's an emergency, make sure your child knows how to temporarily disable the video and mute themselves and then turn everything back on again.

Be respectful of others: as in the class we expect our pupils to be courteous to the teacher and to others. Impress upon them the fact that this is an unusual time for everyone, and appropriate behaviour should be maintained at all times.