



## Addendum to ICT Acceptable Use for Staff Policy

### **Use of technology for online/virtual teaching:**

Staff should use school devices provided and contact pupils only via the pupil school login. The school uses Microsoft Teams as its digital platform.

Virtual lessons should be timetabled and senior staff should be able to drop into any virtual lesson at any time – the online version of entering a classroom.

Staff engaging in online learning should display the same standards of dress and conduct that they would in the real world; they should also role model this to pupils and parents.

Virtual learning will normally be conducted by the member of staff in the school setting, but in the event of a member of staff working from home consideration should be given to the following points:

- Think about the background; photos, artwork, identifying features, mirrors – ideally the backing should be blurred
- Staff and pupils should be in living/communal areas – no bedrooms.
- Staff and pupils should be fully and appropriately dressed.
- Filters at the child's home may be set at a threshold which is different to school
- Resources/videos must be age-appropriate – the child may not have the support immediately to hand at home if they feel distressed or anxious about content

Recording lessons does not prevent abuse. If staff wish to record lessons, which is advised, consideration should be given to data protection issues. Consent must be obtained and mentioned at the beginning of the lesson/meeting. If a parent does not give consent the lesson can still go ahead, but should not be recorded or the parent can switch off the camera.

Senior leaders should:

- Review and amend their online safety and acceptable use policies to reflect the current situation
- Ensure that all relevant staff have been briefed and understand the policies

- Ensure the standards of conduct have clearly defined operating times for virtual learning, with no contact with families expected outside the hours of 9.00 and 3.45
- Consider the impact that virtual teaching may have on children and their parents/carers or siblings
- Determine whether there are alternatives to virtual teaching in real time- eg using audio only, pre-recorded lessons, existing online resources
- Be aware of the virtual learning timetable and ensure they have capacity to join a range of lessons
- Take into account any advice published by the local authority, MAT or online safety/monitoring software provider

#### Staff should

- Adhere to their establishment's policy
- Be fully and appropriately dressed
- Ensure that a senior member of staff is aware that the online lesson/meeting is taking place and for what purpose
- Avoid one to one situations – request that a colleague is present in the room for the duration
- Record the lesson or online meeting with a pupil where the pupil and parent has given consent – this is recommended practise
- Ensure that all participants have left the call before they leave the call

#### Adults should not

- Contact pupils or families outside the operating hours 9.00 and 3.45 unless for an agreed purpose such as Parent Consultation Meeting.
- Take or record images of pupils for their personal use
- Record virtual lessons or meetings using personal equipment
- Engage online while pupils are in a state of undress or semi-undress.

Guidance for Staff:

### **Use of webcam for meetings or virtual lessons**

The learning platform will be Microsoft Teams using school login. Where the technology is not available, school will, where possible, provide a device to families. An agreement for acceptable use will be completed and signed.

Staff should:

- only use school registered accounts
- only use school equipment
- not have 1:1 meetings between a member of staff and a pupil – must always have a colleague present
- as far as possible where parents consent, record and keep meetings/lessons, following school guidelines on storage for GDPR
- wear appropriate clothing
- if at home, use in appropriate setting and with neutral/blurred background
- ensure language used is professional and appropriate
- follow school guidance on hours of contact 9.00 to 3.45 – no contact outside of these hours, consider use of delay delivery option for emails
- monitor all activity on Teams and make parents aware of any misuse and consider sanction of disabling chat feature
- refer excessive or inappropriate contact from parents to line manager
- ensure pupils who cannot be photographed or videoed are kept out of shot while still being involved in the session

### **Phone communication**

Staff should:

- for safe and well checks, stick to the script
- report any safeguarding concerns to designated safeguarding lead
- contact families within core hours. Safe and well check should be weekly
- use a school phone
- report excessive requests for phone contact from parents/carers to line manager
- report any aggressive or abusive behaviours

## Guidance for Parents:

The learning platform will be Microsoft Teams using school login. Where the technology is not available, school will, where possible, provide a device to families. An agreement for acceptable use will be completed and signed.





### Parents/carers should:

- only use school equipment for the agreed purpose
- only use school registered accounts
- wear appropriate clothing and ensure child is appropriately dressed
- if at home, use in appropriate setting and with neutral or blurred background, ideally not a bedroom
- language must be professional and appropriate – consider conversations which might be overheard
- respect contact hours set by school 9.00 to 3.45 – no general availability of teachers outside of these hours and contact will not be answered outside these times. Urgent matters should be raised using the school website, office phone or office email.
- deal with any issues raised by school about their child's conduct on Teams, for example inappropriate use of the chat feature
- not download a copy or share virtual content
- report any safeguarding concerns to Simon Paynter, Designated Safeguarding Lead at Spring Common Academy or use the link on the school website

## Guidance for Pupils

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







 Do not send inappropriate messages






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 Do not share your password with strangers

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 Always log off after your lesson has finished







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 Tell an adult if you see something worrying online

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 Make sure only one person is talking at a time

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 Only share appropriate photos and videos

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 Always tell an adult before you go online

## **Remote Learning Letter to Parents/carers**

Dear Parents/ Carers

### **Re: Remote Learning**

At Spring Common Academy we would like to keep up to date with you and your children. To do this we are using a platform called Microsoft Teams for our video-calling. We will be using our school account for this, so you do not need to buy anything or create an account.

When we make our video call, we will always send you an invite and the time. We will never message your child asking them to join a call without you knowing, and we will never ask to 'video meet' with you or your child outside our school hours which are currently 9.00 – 3.45.

If you use a Teams account for another reason, please make sure you log out of that account before your child uses it. This will make sure any settings that you have made in your account do not over-ride any that we have put in place to safeguard your child.

When we make the video call please make sure the computer is in a suitable place, not in a bedroom or bathroom for example and the background is clear, showing just the wall perhaps. You may also want to blur the background.

For your child's safety we may record our call with you. The recordings are kept on our school servers for 20 days and no-one is permitted to view them without good reason and with permission from the Head of School. Please do not download or share any school videos.

Our school account has settings that will limit problems with the following issues that you may have heard about:

- 'Zoom-bombing'
- Risk of phishing
- Privacy concerns
- Recordings
- Private zoom meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

To protect you and your child further, please:

- Do not create or use an existing Teams account for them, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from our school email address, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We aim to make sure that there are two adults on the video call and we would like parents to be alongside when our call takes place.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.

If you have any safeguarding issues, general questions or require any further information please feel free to contact me on the main school number above or email [spaynter@springcommon.cambs.sch.uk](mailto:spaynter@springcommon.cambs.sch.uk)





## Risk Assessment for Livestreaming school content

Risk	Mitigation
Inappropriate behaviour or conduct from adults	Code of conduct with clear guidance Other adults present Lessons recorded
Inappropriate behaviour or conduct from children	Code of conduct and clear guidance Parents present Lessons recorded
Unauthorised recording by pupils, parents, or staff	Parental code of conduct / guidance
Unauthorised sharing of content	Prohibited by code of conduct
Inappropriate contact with pupils outside lesson time	No 1:1 contact. Clear hours of availability SMT oversight of Teams
Inappropriate contact with pupils in a different account or a different platform	Code of conduct prohibits this. Use of school devices only by staff.
Inappropriate language in chat function	Teacher monitoring and reporting misuse
Inappropriate dress, conduct, or location	Code of conduct SMT oversight
Unauthorised people invited into the video call	Teachers oversee invitations
Unauthorised people crashing into video call	Teachers to remove unauthorised people Teachers to ensure invites are sent to specific people
Unauthorised streaming to another platform	Parental code of conduct / guidance
Unauthorised streaming to the wider public	Parental code of conduct / guidance
Data breach. For example, showing pupils on camera without permission, sharing personal data	Consent required Clear guidance for staff regarding pupil participation and streaming.
Data breach showing confidential information whilst online	Report to data protection officer
Unauthorised sharing of inappropriate content via share screen	Recording of lesson SMT oversight



Unauthorised lessons that SLT are unaware of	SMT full access to Teams
Accidentally being online early or afterwards without being aware	More than one adult always present SMT oversight Staff to ensure callers have left call before they do
Unauthorised chats or video whilst monitoring adult is offline	Teachers monitor when return online and will discuss misuse with parents. Sanctions including stopping use of chat function.
Use of livestream platform by unauthorised staff or untrained staff	All teachers trained. SMT oversight
What action is to be taken if a disclosure or concern is raised by pupil whilst online?	Report immediately to DSL, Lessons recorded.
How will concerns be raised about any livestream issues by pupils, parents or staff?	Report to DSL using office email or concern button on website.
Errors, mistakes, or concerns should be self-reported. How should this be done?	Report to Assistant Head initially.

Addendum approved:

*Kim Taylor*  
Executive Head Teacher.

Date: 21.01.2021

For and on behalf of Spring Common Academy Trust