

Name of School: Robin Hood Primary School

AUP review Date: October 2020

Date of next Review: October 2023



Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone or allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will not engage in any online activity that may compromise my professional responsibilities, and I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Head teacher
- I will only use the approved, secure email system(s) for any school business. (This is currently: Office365).
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I will embed the school's e-safety curriculum into my teaching.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my Head Teacher on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Acceptable Use Policy (AUP): Staff agreement form

User Signature I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I agree to abide by all the points outlined on the policy.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the School's ICT resources and systems.

Signature Date

Full Name (printed)

Job title

School

Authorised Signature (Head Teacher) I approve this user to be set-up.

Signature Date

Full Name (print)

Guidelines for Acceptable Use of additional apps when working remotely:

During the coronavirus pandemic, school staff may have to be in touch with pupils and parents remotely from home. This may be via:

- Online recorded content uploaded onto the school website
- Emails
- Zoom calls
- Phone Calls from the ST500 system
- MarvellousMe

The below sets out some guidelines for staff to use if they have to contact pupils and parents remotely.

Phone Calls from the ST500 system:

In the event of a partial year group closure, a crucial role the Teaching Assistant will play is to make weekly contact with every child via a parents mobile / landline number and check in with the child verbally and also read with them.

Parents should be informed via email or Marvellous Me that a Teaching Assistant will ring and perhaps given an indication of the day that this might be. When the TA calls:

“Hi, This is _____ from Robin Hood. Hope you are all well? I am just calling to talk to (child’s name) and complete a bit of reading with them. **Can I ask that you put me on loudspeaker so you as parent can hear what I am talking to _____ about please?”**

The TA will then go on to check the child is

- completing their learning from home?
- is able to access content from the school website and is getting on with tasks.
- Knows when the class zoom call will be that week
- Ask them what books they are reading at the minute
- Use the Reading text from the Home Learning Booklet to do some reading with the child (so both child and TA can see the text) and then ask some VIPERS Q’s relating to the text
- If in F1 / F2 / Y1 it may be more appropriate to ask the child to read you some keywords from their Learning Log.

The phone call will obviously be different depending on the age of a child in terms of content and length. The ST500 system will log calls which are made and the call length. The ST500 system is an app from a mobile phone which appears on a parent phone as the school number. This safeguards staff members privacy and ensures costs are not incurred.

If you cannot get hold of a child within the week – contact the class teacher and school by the Friday of that week and school can complete a home safe and well check. Any other concerns, use MyConcern in the usual way.

Zoom Calls:

A teacher will set up a Zoom call x2 weekly. Parents will need to be emailed or sent via MarvellousMe a **meeting ID and password before the meeting.**

Parents will need to be emailed the following re zoom calls:

If you have not used zoom software before, you will be prompted to download it when you request to join the meeting. If you already have a Zoom account, please make sure that you are logged out of that on the device that you will be using before joining this meeting otherwise your own settings may be over ridden by the ones that school have put in place. Please select to join the meeting with audio and video so that your child can be seen/heard by peers.

Safeguarding

We take the safeguarding of our children and families very seriously and so have put measures in place to ensure this.

- When you request to join the call, you will need to be accepted by the ;'host' the class teacher
- When making the call, please make sure that you are in a suitable place (eg not a bedroom or bathroom) and have a clear background (a wall perhaps)
- The call may be recorded and stored on our server. Nobody will be able to view this without permission from a Safeguarding Lead.
- We will always make sure that there are two adults in a call and we would like parents to be alongside their child when our call takes place (you do not need to be in the video!)

Staff Guidelines for Zoom:

- Consider where you are in your home. Have a neutral backing.
- Use professional and appropriate language (just remind yourself as it may feel more familiar as you are "in the home"
- Have your TA on the call with you
- Before you start the session, make sure children are aware the expectations of behaviour as per a usual classroom

(FROM ROBIN HOOD PRIMARY SCHOOL REMOTE LEARNING POLICY)

Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

Robin Hood Primary School has provided videos for how to use Sharepoint and Showbie for staff new to these online programmes / apps.

When providing remote learning, teachers must be available between 9am -3pm.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Year 5 and 6
 - The work set should follow the usual timetable for the class had they been in school, wherever possible
 - Weekly/daily work will be shared three times a week (videoed content)
 - Teachers in Nursery to Year 3 will be setting work on *Sharepoint*
 - Teachers in Year 4, 5 and 6 will be setting work on *Showbie*
- Providing feedback on work:
 - Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 5pm the following working day.
 - Work emailed to teachers should be fed back to as per the marking policy.
- Keeping in touch with pupils who aren't in school and their parents:
 - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (admin@...) or the direct teacher email account. DG Class emails have been set up so a class teacher can communicate easily with parents.
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Teaching Assistants

Teaching assistants must be available between usual contracted hours.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistant must complete tasks in communication with the class teacher.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the *effectiveness of remote learning* – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Supporting adaptations being made for certain families
- Support the wellbeing of staff delivering remote content