

Acceptable Use Policy

Teaching lessons remotely and online

Safeguarding

- All the rules for safe, professional behaviour that apply at school still apply online
- All teachers have been given advice about delivering remote lessons safely
- All our teachers have been safely recruited, have up-to-date training, have undergone enhanced DBS checks and are experienced professionals
- All lesson invitations will go to parent/carer email addresses so that you will log in for your child/ren
- Parents will be asked by teachers to confirm that they have read this guide when they receive their first lesson invitation – **you must reply to confirm that you have read this and give permission to proceed**
- Parents/carers are encouraged to remain in the room and must always be in earshot of the lesson - other children should not be present if possible
- Teachers can mute participants and end the lesson at any time and have been instructed to end immediately if anything happens that they feel uncomfortable about
- If anything happens that you as a parent feel uncomfortable about you should report it to the DSL – Mrs Townsend – or the DDSL – Mrs McCormick or Mrs Holgate

Setting up the system

- Google Classroom is a safe system and all teachers will be using their school email addresses
- In the unlikely event of an unknown third party infiltrating the lesson, you must end the meeting immediately – this will be reported by the teacher when the session has ended
- If you have problems with video, or feel that you would prefer not to use it, then teachers can deliver the lesson using audio only
- If you have technical difficulties with accessing the lesson, ask your teacher for advice and they will do their best to help you

Lesson Preparation

- Select a suitable room where your child will not be disturbed – **avoid using their bedroom unless there is no alternative**
- Try to ensure that external noise will not affect the lesson
- Some areas of your house may be better than others in terms of the Wi-fi connection
- Pupils must be dressed appropriately in daytime clothing – teachers will not deliver the lesson if a child is not appropriately dressed
- Remind your child/ren that this is a lesson situation and not a social media interaction and they should speak and behave appropriately as they would in a school lesson