



# Remote Learning Acceptable Use Policy

This policy document is to be read in conjunction with existing policies outlined at the end of this document.

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Committee:	Quality of Provision meeting
Intended Audience:	Staff, Students and Parents

Approved by:	J Inzani	Date:	October 2020
Last reviewed on:			
Next review due by:	October 2021		

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## Aims

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ICT is an integral part of the way our school works, and is a critical resource for to support remote learning, pastoral and administrative functions of the school for both students and staff.

This policy aims to:

- Set guidelines and rules on the use of Office365 for Education, our digital learning platform and the associated resources to support remote learning
- Establish clear expectations for the way all members of the school community engage with each other online
- Support the school’s policy on data protection, online safety and safeguarding
- Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems
- Support the school in teaching pupils safe and effective internet and ICT use

Breaches of this policy may be dealt with under our behaviour policy.

### Digital Learning Platform – Office 365 for Education

- Students must not share their passwords with others.
- All live sessions are recorded – should students contribute, their comments, audio and video, if used, will be captured

### Remote Learning and using Microsoft Teams

- Students should ensure they are in suitable learning environment at home.
- Students must ensure their dress attire is appropriate for learning, if in doubt students should wear school uniform.
- Students must be punctual to 'lessons' and ensure they arrive on time, prepared to learn and engage.
- Students must have learning resources available and accessible during live lessons or meetings (paper, pen, exercise book etc)
- Students should blur their background if in a live lesson or meeting which involves a camera (if this facility is available to them).
- Students should ensure their camera is turned off, unless otherwise requested by their teacher or meeting host.
- Students should ensure that their microphone is muted throughout the 'lesson' or meeting, unless otherwise requested by the teacher or meeting host.
- Students are unable/may not attempt to chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).
- Students should use the hand up feature to indicate they have a question.
- Students should think carefully about what acceptable language is with regards to what they type and post in a class team, ensuring all comments are focussed on learning.
- Students must leave the lesson once instructed to do so. The teacher must be the last person in the meeting to end the session.
- Students must not attempt to re-join a live lesson once they have ended. The teacher will be notified if this is attempted.
- Students are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
- Students are not permitted to share recorded videos/lessons made by teachers within or outside of the Finchley Catholic High School Teams Account.
- Students are not permitted to make or share screenshot within or outside of the Finchley Catholic High School Teams Account.
- Students must not share the URL calendar meeting link to meetings.
- Students must not attempt to access Teams lessons other than those scheduled as per their timetable.
- Students should report any URL link sharing or security concerns to [homelearning@finchleycatholic.org.uk](mailto:homelearning@finchleycatholic.org.uk)

### Using Microsoft Outlook & Microsoft OneNote

- Students must ensure they use email and OneNote in an acceptable way.
- Students must not create unnecessary risk to the school caused by the misuse of email.
- Students must ensure they use professional and appropriate language at all times.
- Students must comply with all current legislation including Copyright, GDPR and Computer Misuse.

### Unacceptable behaviour is:

- Posting inappropriate comments/links in a live session or in class teams

- Using your school email for personal use.
- Using your school email account to send/forward chain mail.
- Distributing images, text or materials that could be considered indecent, inappropriate, obscene or illegal.
- Distributing images, text or materials that could be considered discriminatory, offensive or abusive and transmitting spam.
- Accessing another student's Microsoft Office365 for Education account.

#### Students will:

- Not use their personal email accounts to contact members of staff at school.
- Report any suspicious emails/content to a member of staff immediately.
- Always send polite and sensible messages or information.
- Report any messages that they have seen that they are unhappy with. Do not respond, but alert a teacher or member of staff.
- Not share home address, phone number, send photos or videos or any other personal information that could identify me or my family.

#### Monitoring:

- All use of school computers is logged and monitored and this includes class team lessons and emails.

#### **Monitoring arrangements**

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This policy document will be reviewed at intervals throughout the academic year and revised accordingly.

#### **Links with other policies and documents**

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- Data Protection Policy
- Internet Policy
- Home School Agreement
- Behaviour Policy