Remote Learning Acceptable Use Policy

Dear Parents/Carers,

We need to work together to make online remote learning a success. Please read this carefully and review the second page with your child.

Each child has a USO LGfL account used to access G Suite for Education. Children can use G Suite apps enabled by the school. Each child has a Google Drive, their own folder for file storage. Google Drive is strictly for school work. No personal files to be downloaded/stored or shared in Google Drive.

We will use Google Meet for Live Sessions. Children are not to enter Google Meets outside the school organisation. Teachers will arrange time for a Class Live Session. Teachers will email parents with dates and times of sessions or announce them on the Classroom stream. Children are to enter the Live Sessions with the link in their Classroom. This link is only active when a teacher has started the session. You must keep Classroom and Google Meet links and codes private and not share with anyone. There will be at least two members of staff in each Live Session. Please help your child to logon and join the session using their G Suite for Education and LGFL account.

Devices/computers used must be in appropriate areas, for example, ideally not in bedrooms; the background should be plain and children should be dressed appropriately.

Children are to join a session with their camera on and microphone off. They can use the 'Raise Hand' function to ask to speak and will be directed by a teacher to turn their microphone on. Children cannot blur or change background in the session. The chat function will be used when asked by a teacher.

Distance learning requires teachers and pupils to adapt normal classroom routines to the online world, but the normal high expectations of behaviour will remain.

It is expected that pupils will engage in sessions in a manner as similar to regular classroom learning as possible. Teachers will set out ground rules in the beginning of each session e.g. for turn taking, active listening etc. and children must abide by these rules.

If there is a link to another website or video children must only access the website or video specified. Please supervise your child in accessing these e.g. links to YouTube should be opened in YouTube Kids.

The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.

If using a chat function, when prompted by the teacher, appropriate and considerate comments including through emojis and/or images, will be used.

Any written, visual or audio file shared must be appropriate to the learning task.

When there is an expectation that pupils will engage in online collaborative work requested by their teacher, they must work in a respectful and helpful manner, following instructions carefully.

Behaviour when working as part of online sessions should be as expected in normal classroom learning: quietly attentive; prepared to ask and answer academic questions; attempt learning tasks in good faith, whatever the challenge; engage respectfully with others when collaborating.

For Remote Learning:

1. I use my LGFL account login for school online sessions only

2. I keep Google Classroom and Google Meet codes private and never share them with others

3. I use my Google Drive for schoolwork only

4. I behave as I would in the classroom, following instructions carefully and doing my work to the best of my ability

5. I follow instructions set out by my teacher. I will speak when it is my turn and actively listen to my teacher and classmates

6. When my teacher asks to use the chat function, I use kind and considerate language, emojis and images

7. I am respectful and helpful when I need to work collaboratively with others

8. I will not take still or recorded images of any online sessions or videos

9. I tell a trusted adult if I'm upset, worried, scared or confused

My trusted adults are:

_____ _____at home (Mum/Dad)

My name: _____

Date signed: _____

LGfL

DigiSafe
Keeping children safe

For parents/carers

To find out more about online safety, you can read All Saints' full Online Safety (https://www.allsaints.lewisham.sch.uk/Keeping-You-Informed/Policies/) for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

You can find support and online safety resources for parents at parentsafe.lgfl.net [2]