

Remote Learning: Interactive & Live Sessions Acceptable Use Agreement

This agreement directly relates to the safe and supportive use of online platforms to facilitate interactive and live sessions for pupils/students during COVID 19. All live online activity will be undertaken to support a pupil/student's learning and/or wellbeing.

Safeguarding Controls

- ❖ Staff will only use the G-Suite Platform - Google Meet for both voice call sessions or live video sessions. The nature of the session will be decided in advance: whether it will feature audio and/or video
- ❖ Access to online live video or voice calls will only be made via the staff and pupil/student authorised Gmail account and password, which must **not** be made available to any other person. This provides increased security for both the pupil/student and the member of staff
- ❖ Staff have the facility to capture the session on G- Suite and by signing this agreement, parents/carers are giving permission for this to take place. If a recording is made it will be deleted within six months, unless there is a need to keep it on safeguarding grounds
- ❖ For pupils/students where there is a noted level of vulnerability, all live online activity will be approved by the school's Designated Safeguarding Lead (DSL) in advance of it taking place. A record of the agreed time and date of the session will be held centrally

Organisational Controls

- ❖ Meetings will be initiated by school staff only
- ❖ A timetabled meeting time will be agreed with parents/carers/pupils/students
- ❖ Where possible, staff will conduct any live online activity from their school and with a partner staff member present. Where this is not possible, staff will be based in a communal living space for the session and use a nondescript background if it is a video call
- ❖ Any safeguarding concerns that may arise from a session will be reported to the DSL or member of the school's Safeguarding Team
- ❖ For parents/carers of pupils/students with additional needs, we request that they are available at the beginning of the session, at hand during and available at the end of the session. Pupils/students should be based in a communal living space for the session and have considered a nondescript background if it is a video call
- ❖ Any abuse of the live platform, such as recording or capturing of images of staff, use of abusive language or interrupting a session with the streaming of inappropriate music or video imagery will result in the termination of this agreement and incur appropriate follow up actions/sanctions/interventions which may include reporting the abuse to the police or other external agency

By agreeing with the above you are accepting the conditions of participation. Without this agreement in place pupils/students will not be able to take part in any online interactive and live learning.

To confirm your agreement to the terms of this AUA Please complete this form:

<https://tinyurl.com/STARmeet-AUA>