



## Acceptable Use Agreement for Remote Learning

Dear Parents and Carers,

### **Re: Expectations for pupils and parents/carers for the use of audio & video conferencing through Google Suite for Education**

As you are aware we have been looking at improving our remote learning offer for our pupils. We have now set up the Google Suite for Education platform for all of our staff and pupils. The staff have recently accessed training and over the past few weeks have been demonstrating and teaching all of our pupils how to use Google Suite.

If in the event of any further lockdown experiences, we will be using this platform to support the learning activities, but we need to ensure these opportunities are being used appropriately by all pupils, particularly if the teacher is delivering a live lesson. Therefore, for these purposes, parents/carers should:

- Be mindful about what family activities would potentially be heard/seen whilst pupils are accessing the platform
- Ensure pupils are somewhere near enough that you can monitor their work
- Ensure pupils dress appropriately particularly if conferencing with others

When teachers are delivering live sessions, there may be instances when these sessions could be recorded, so others can access it at a later date. These recordings will not be publicly available, only shared within the pupils unable to attend a session or other members of staff for training purposes. Parents/carers will be informed if sessions are to be recorded and therefore there would be time to turn off any camera and/or microphone if privacy is of concern.

It is expected that pupils will not take photos, screenshots, record any video, or audio, from these conference sessions without the expressed permission of the member of staff. It is the parents'/carers' responsibility to ensure this does not happen.

In order to access these sessions, pupils must use their Google login. Pupils will be taught how to do this. However, there will soon be some help clips uploaded to the school website to support parents at home.

When accessing these sessions, the same rules for behaviour will apply in any online session as those that apply in the classroom.

We understand that you may have concerns about the use of the platform, however to reassure you a little, Google Suite for Education is compliant with the General Data Protection Regulation and appropriate security settings are in place to ensure no session can be attended by unauthorised individuals. We will continue to assess the platform as we

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use it and should any concerns develop, we may cease to use it.

If you would like your child to access the learning opportunities through Google Suite please can you complete the consent form confirming that your child can participate in such sessions. In the majority of cases staff will be using Google Suite to share resources, set assignments and provide a platform for them to communicate with their pupils via posts and/or chat and not always 'live' lessons.

We have created a remote learning policy and a digital contingency plan which are attached to this consent form. This will provide a comprehensive overview of our plans and expectations.

It is unfortunate that we have had to establish such measures, however we need to be considerate of the current situation and be prepared for all eventualities. In light of recent announcements, we are hopeful that in the case of primary schools, we will not need to engage in a further lockdown, other than through any confirmed positive Covid-19 cases within school.

As ever, if you have questions or concerns about our use of online systems, please contact me.

Yours sincerely,

**B. Dolman**

Beverley Dolman  
Executive Headteacher

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## ACCEPTABLE USE CONTRACT

**Name of child:**

**Class:**

- I give consent for my child to access the Google Suite online platform at home if required.
  
- I understand the expectations for my child's behaviour and I will support the school by helping my child adhere to these expectations.
  
- I will ensure that no attempt to video / screenshot the lesson is made, as I recognise the risks this would cause to the participating children and staff.
  
- I agree to raise any concerns regarding children's safety and well-being with the school.
  
- I agree to notify the school if my child is unable to access the online material so the school can provide some alternative work.
  
- I will inform the school if my child is unwell and therefore unable to access any sessions.
  
- I have read and agree to adhere to all expectations listed in this acceptable use agreement.

Signed:

Date:

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