Acceptable Use Policy for Remote Learning

Background

We ask all children, young people and adults involved in the life of Bradford Girls' Grammar School and parents at Lady Royd Primary School to sign an Acceptable Use Policy (AUP). This outlines how we expect pupils to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

You/your child have/has also signed an AUP which refers to normal classroom learning and out of school behaviour. But times have changed, and the way we teach and learn have had to adapt too. New ways of working enable us all to cope with the restrictions imposed by national lockdowns in response to high rates of Coronavirus infection.

We tell your children that **they should not behave any differently when they are out of school or using their own device or home network.** What we tell pupils about behaviour and respect applies to all members of the school community, whether they are at home or school:

> **"Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face."**

Specific Information for Remote Teaching/Learning

Pupils should always use school accounts to access learning remotely. Access may be denied if you use a non-school email address or a different teams / google account to try to access learning. Any issues of this nature should be referred to the ICT helpdesk, helpdesk@bggs.com

The school's opening times for virtual learning mirrors the normal school day. Any workshops for parents, extra-curricular activities and subject intervention sessions taking place outside these hours operate on an entirely voluntary basis.

If your child takes part in any virtual one to one intervention sessions, then you will be invited to attend these.

Lessons in the senior phase may be recorded, to allow pupils without consistent ICT access to watch the lesson at a later time. Primary school lessons and 1:1 interventions will not be recorded.

If your child uploads a video in response to a task or challenge set, then these videos will be viewed in MS Teams or Google Classroom and will not be downloaded or shared unless your express permission is gained.

More information about the remote learning offer at Bradford Girls' Grammar School and Lady Royd Primary School can be found here:

https://www.bggs.com/wp-content/uploads/2021/01/Remote-Learning-Info-for-parents-Jan-21.pdf

Regular communications with parents will ensure that you understand what your child is learning and how you can support them.

Where can I find out more?

You can read our Remote Learning Policy, which includes sections on online safety and safeguarding here:
 https://www.bggs.com/wp-content/uploads/2021/01/Remote-Learning-Policy-January-2021-1.pdf.

If you have any questions about this AUP or our approach to online safety, please speak to Miss Harris, the school's Senior Leader for Safeguarding.

What Am I Agreeing To?

1. I understand that Bradford Girls' Grammar School and Lady Royd Primary School use technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.

2. I understand that during prolonged periods of school closure, such as a national lockdown in the event of a global pandemic, children and young people may be accessing all their learning remotely, via the use of technology.

3. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.

4. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school, **including during any remote learning periods.**

5. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or parents/carers.

6. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's behaviour management policy and not encourage my child to join any platform where they are below the minimum age.

7. I will follow the Acceptable Use Policy, in relation to the capture and/or sharing of images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent.

8. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety.

9. I understand that my child needs a safe and appropriate place to complete remote learning if school or bubbles are closed (similar to regular online homework).
   For Lady Royd Primary lessons and 1:1 interventions (both phases) where cameras are switched on I will try to ensure that my child is not working in a bedroom but where this is unavoidable, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so. I understand that senior school pupils' cameras are switched off during lesson time.

10. If my child has online tuition for catchup after lockdown or in general, I will undertake necessary checks where I have arranged this privately to ensure they are registered/safe and reliable. I understand that I should remain in the room where possible, and ensure my child knows that tutors should not arrange new sessions or online chats directly with them.

11. I understand that some senior school (including sixth form lessons) will be recorded to allow pupils to access their learning at another date/time, and that my child may be subject to sanctions if they distribute this footage without permission.

12. I understand that I should not record, download or distribute footage from a lesson or part of a lesson.

13. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK. There are also child-safe search engines e.g. swiggle.org.uk and YouTube Kids is an alternative to YouTube with age appropriate content.

14. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/

15. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which I s/he have/has signed, and I understand that s/he will be subject to sanctions if s/he does not follow these rules.

Receipt of this policy assumes consent unless the school receives explicit written confirmation otherwise. If you wish to discuss this issue further, then please contact our Senior Leader for Safeguarding, Miss M Harris, mharris@bggs.com.