



Annex to Acceptable Use Policy (AUP)

Remote Education offer

This annex is in place to safeguard all members of CKIS staff when facilitating remote learning for pupils due to partial or full school closure.

Leadership Oversight and Approval

1. We have chosen 'PurpleMash' as our school's remote learning platform. PurpleMash has been assessed and approved by the Head teacher for use at CKIS.
2. All children have been provided with their own personal 'PurpleMash' log in.
3. All communication with parents regarding our remote education plans will be available for parents on our school website and linked resources will be communicated via email and uploaded to 'PurpleMash'.
4. Staff will ensure that only approved video conferencing software are used for live interactions with parents/children (Zoom or Teams).
5. Staff will only use CKIS managed professional accounts with learners and parents/carers.
 - Use of any personal accounts to communicate with learners and parents/carers is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the HT/Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible e.g. a CKIS laptop, tablet, or other mobile device.
6. Online contact with learners and parents/carers will not take place outside of the operating times as defined by SLT which are 8.30-4.00
7. All live sessions will be formally timetabled; a member of SLT is able to drop in at any time.
8. Live streamed remote learning sessions will only be held with approval and agreement from the HT.

Data Protection and Security

9. All remote learning and any other online communication will take place in line with current CKIS confidentiality expectations as outlined in the policy.
10. All participants will be made aware that 'PurpleMash' records activity.
11. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.



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12. Only members of the CKIS community will be given access to our school 'PurpleMash' account.
13. Access to 'PurpleMash' will be managed in line with current IT security expectations as outlined in our AUP.

Session Management

14. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - Use of waiting rooms.
 - Clear guidance on expected behaviour.
 - An adult being present with the children during live sessions.
15. When live streaming with learners, contact will be made via the parents/carers email account which has been provided to the school.
16. Live 1 to 1 sessions will only take place with approval from the HT.
17. An email detailing the session expectations will be sent to those invited to attend.
 - Access links should not be made public or shared by participants.
 - Parents/carers should not forward or share access links.
 - Learners are expected to attend sessions in a shared/communal space or room and be appropriately supervised by a parent/carers or another appropriate adult.

Behaviour Expectations

18. Staff will remind attendees of behaviour expectations at the start of the session. Staff will model safe practice and moderate behavior online during remote sessions, as they would in the classroom.
19. All participants are expected to behave in line with existing CKIS policies and expectations. This includes:
 - Appropriate language will be used by all attendees.
 - Staff will not take or record images.
20. When sharing videos and/or live streaming, participants are required to:
 - wear appropriate dress.
 - ensure backgrounds of videos are neutral (blurred if possible).
 - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.



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21. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

22. Participants are encouraged to report concerns during remote and/or live streamed sessions to the HT.

23. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the HT.

24. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

25. Any safeguarding concerns will be reported to Katie James (HT) and Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Charlton Kings Infants School annex to the Acceptable Use Policy (AUP) for remote education.

Staff Member Name:

Date.....



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Early Years and Key Stage 1 – Parent and child agreement

I understand that the CKIS Acceptable Use Policy will help keep me safe and happy online.

I will:

- Only use the internet when an adult is with me.
- Only click on links and buttons online when I know what they do.
- Only send messages online which are polite and friendly.
- Always tell a trusted adult at school/home if something online makes me feel upset, unhappy, or worried.
- Talk about these rules with my adult/s at home and will learn more about keeping safe on line by visiting; www.thinkuknow.co.uk

I know that teachers can see what I am doing online when I use CKIS computers and 'Purplemash', including when I am at home.

I have read and understood the Charlton Kings Infants School annex to the Acceptable Use Policy (AUP) for remote education.

Childs Name:

Parent:

Date.....