A close-up of a logo

Description automatically generated

Document No: 1.(c).5

**SAFEGUARDING CHILDREN - REMOTE LEARNING RESPONSIBLE USER AGREEMENT**

*This policy, which applies to the whole school, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

**Document Details:**

**Scope:** All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

**Legal Status:** Complies with The Education (Independent School Standards) (England) Regulations currently in force.

**Monitoring and Review:** These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Signed: Reviewed: September 2023 Next Review: September 2024

Headteacher Proprietor who is the Chair of the Advisory Board

* I will only use technology for school purposes as directed by my teacher
* I will only use my Imperial Oak e-mail address to access technology such as Zoom/Teams video etc
* I will not pass on Zoom codes or Teams meeting codes to anyone outside of Imperial Oak
* I will only use technology when there is an adult in the house and they know I am using it
* I will not reveal my passwords to anyone
* I will be responsible for my behaviour and actions when using technology, including the resources I access and the language I use
* I will make sure that all my communication with students, teachers and others using technology is responsible and sensible
* I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or a parent.
* I will not record/take photos/screenshots of my classmates or teachers during video sessions
* I understand that when using applications provided by the school that my use can be monitored and logged and be made available to my teachers
* I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted
* I understand that Zoom and Teams video is an extension of the classroom and that I should conduct myself as I would in a classroom environment. This includes:
  + *Taking part in online meetings in an area that is safe, quiet and free from distractions*
  + *Being on time for the virtual meeting*
  + *Being dressed appropriately for learning*
  + *Remaining attentive during sessions*
  + *Being engaged in the class activities and avoiding distractions*
  + *Not changing/fiddling with your background in the online meeting*
  + *Not eating or dealing with animals/pets during lessons*
  + *Responding to questions (where I am able to)*
  + *Interacting patiently and respectfully with your teachers and peers*
  + *Not recording each other’s online interactions*
  + *Finishing the session when your teacher instructs you to do so*
  + *Muting yourself upon entry to the online meeting*
  + *Having your video on (where appropriate), so that the staff member can interact with you and check your attendance*
  + *Interacting appropriately with others in the chat*
* I understand that if I change my online Zoom /Teams video name to something that cannot be recognised by your teacher eg: ‘yeezyredwing’, you will not be allowed to enter the meeting and your request to join will be declined. This is for important security reasons.