

## West Borough Learner Remote Learning Acceptable Use Policy KS2

I understand that:

- These expectations are in place to help keep me safe when I am learning at home using Zoom and Dojo.
  - I should read and talk about these rules with my parents/carers.
  - Remote learning will only take place using Zoom/Dojo and during usual school times.
    - My use of Zoom is monitored to help keep me safe. These sessions may be recorded. Any zoom recording will be stored safely for a maximum of 30 days in line with our Safe use of Technology AUP and accessible by school staff only.
1. Only members of West Borough community can access the Zoom school account.
    - I will only use my school provided login to access remote learning.
    - I will use privacy settings as agreed with my teacher.
    - I will not share my login/password with others.
    - I will not share any access links to remote learning sessions with others.
  2. When taking part in remote learning I will behave as I would in the classroom. This includes:
    - Using appropriate language.
    - Not taking or recording images/content without agreement from the teacher and/or those featured.
    - Participating fully in the learning
  3. When taking part in live sessions I will:
    - Mute my video and microphone when asked. This facility may be under the control of my teacher.
    - Wear appropriate clothing and be in a suitable location.
    - Ensure backgrounds of videos are neutral and personal information/content is not visible.
    - Use appropriate alternative backgrounds.
    - Attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
    - Attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.
  4. If I am concerned about anything that takes place during remote learning, I will:
    - Report my concerns to the member of staff running the session or tell a parent/carer.
  5. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
    - Restricting/removing access, informing parents/carers, contacting police if a criminal offence has been committed.