



Long Crendon School

Remote Learning: Pupil Acceptable Use Agreement

Updated June 2021 to be reviewed June 2022

From time to time Long Crendon School provides remote learning online homework, and lessons in school using the internet.

This Acceptable Use Agreement is intended for children and their parents/guardians to ensure that:

- Pupils will be responsible users and are aware of how to stay safe when on the internet for School work, learning and recreational purposes.
- That school systems and users are protected from accidental or deliberate misuse.
- That parents and guardians will help their children to be responsible users.

Whilst we do not ask your child/children to formally sign this agreement, we would ask that you let us know if they or you cannot comply with it where appropriate.

Acceptable Use Policy Agreement For Pupils

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

In order to keep me safe:

- I understand that Long Crendon School will be monitoring my use of the remote learning provision that has been set up to allow me to be educated online.
- I will keep my username and password safe and secure. I will only share it with my parents. I won't try to use other people's usernames and passwords.
- I will not communicate with strangers when I am online.
- I will not share any personal information (eg. names, address, email address etc) about myself or others when online.
- I will not meet with anyone that I have met online, unless I am in a public place and take a parent or guardian with me.
- I will report any inappropriate messages, materials or anything that makes me feel uncomfortable when I see it online.
- I understand that the Google Classroom and online resources that I'm asked to engage with by my teachers are intended for educational use and not for recreational use.

I will behave respectfully when online:

- I will use appropriate language in all of my communications online.
- I will not send photos of or to anyone online, unless I have been asked to by my teacher.
- I understand that people have different opinions to mine.
- I will not download or upload any unsuitable materials that may distress others.
- I will immediately report any problems to the School (office@longcrendon.bucks.sch.uk, headteacher@longcrendon.bucks.sch.uk, 01844 208 225)

- I will not open any emails or attachments in emails that are from people or email addresses I don't recognise
- I will not change the school computer settings when on a school laptop or computer
- When using the internet for recreation or research:
- I understand that I am responsible for my actions, both in and out of school
- I understand that if I engage in any kind of cyber bullying, sharing of photos/ personal information or inappropriate behaviour with members of the school community, that appropriate action will be taken by the School.
- I understand that I must comply with this Agreement and should I break it, consequences can include the Headteacher contacting parents and a loss of access to the remote learning provision, and in the event of illegal activity, involvement of the police.

Pupil and Parent Joint Responsibilities for Remote Learning, including live lessons on Google Classroom and Google Meet:

- Pupils must take part in the lesson from an appropriate space in the house. Appropriate in this context means a place where the pupil can work comfortably and concentrate with minimal distraction, but not be completely shut away from the household, for example in a bedroom with the door closed.
- Pupils must be suitably dressed and not in pyjamas.
- Children may turn on the webcam only when the teacher has joined the Google Meet. Children may not be on Google Meet without the teacher supervising them on the video call.
- Children must join the Google Meet with their microphone turned off and only turn it on when the teacher asks them a question or if they are invited to by the teacher.
- Parents and children must not record lessons, take screenshots or take photos of the teacher or other pupils.
- Pupils must not share the materials that their teacher has provided them with.
- Pupils must behave online as they would in a lesson, and any child who is misbehaving will be removed from the lesson and the teacher will follow up afterwards with the pupils' parents.

Safeguarding and 1:1 lessons:

Video meetings and phone calls between an individual and teacher/member of staff is permitted only in particular circumstances, including counselling sessions and welfare meetings by appointment by SENDCo/class teacher/Designated Safeguarding Lead (DSL). The following procedures must be followed:

- They take place in a family room in the house, not in bedrooms
- One of our DSLs (Mrs Quinton, Mrs Bowden, Mrs Deppe and Mrs Poote) must be made aware of these in advance
- Parents must be made aware of these meetings in advance by email
- A supervising adult must chaperone the pupil in the meeting, and the member of staff will ask to see them at the beginning of the meeting

If any pupil, parent or member of staff has any concerns about children they must immediately report it to the DSLs: Mrs Quinton headteacher@longcrendon.bucks.sch.uk or Mrs Bowden deputyhead@longcrendon.bucks.sch.uk Mrs Deppe rdeppe@longcrendon.bucks.sch.uk or Mrs Poote mpoote@longcrendon.bucks.sch.uk