**Acceptable Use Policy**

**Teaching lessons remotely and online**

**Safeguarding**

* All the rules for safe, professional behaviour that apply at school still apply online
* All teachers have been given advice about delivering remote lessons safely
* All our teachers have been safely recruited, have up-to-date training, have undergone enhanced DBS checks and are experienced professionals
* All lesson invitations will go to parent/carer email addresses so that you will log in for your child/ren
* Parents will be asked by teachers to confirm that they have read this guide when they receive their first lesson invitation – **you must reply to confirm that you have read this and give permission to proceed**
* Parents/carers are encouraged to remain in the room and must always be in earshot of the lesson - other children should not be present if possible
* Teachers can mute participants and end the lesson at any time and have been instructed to end immediately if anything happens that they feel uncomfortable about
* If anything happens that you as a parent feel uncomfortable about you should report it to [xxxxxxx]

**Setting up the system**

* [XXXX] is a safe system and all teachers will be using their school email addresses
* In the unlikely event of an unknown third party infiltrating the lesson, you must end the meeting immediately – this will be reported by the teacher when the session has ended
* If you have problems with video, or feel that you would prefer not to use it, then teachers can deliver the lesson using audio only
* If you have technical difficulties with accessing the lesson, ask your teacher for advice and they will do their best to help you

**Lesson Preparation**

* Select a suitable room where your child will not be disturbed – **avoid using their bedroom unless there is no alternative**
* Try to ensure that external noise will not affect the lesson
* Some areas of your house may be better than others in terms of the Wi-fi connection
* Pupils must be dressed appropriately in daytime clothing – teachers will not deliver the lesson if a child is not appropriately dressed
* Remind your child/ren that this is a lesson situation and not a social media interaction and they should speak and behave appropriately as they would in a school lesson