



## Avalon School

### POLICY ADDENDUM to Acceptable Use Policy

#### Pupil and Parent Agreement for Online Learning from Home

We are aiming to keep your access to learning and teaching open through a difficult time and staff will be working hard to provide you with lessons via online systems.

We are asking all pupils and parents to sign an Online Learning Agreement, which is a document that outlines how we expect children to behave when learning online and the security measures required to

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

The points listed below should be followed at all times and can be summarised as follows:

**“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”**

#### **What am I agreeing to?**

##### **Parental Agreement:**

1. To ensure that my child’s studies are not disrupted because school is closed, and my child will be temporarily working away from school, I give permission for the school to use the email address I have provided to school, to be used to register my child for teaching and learning sessions online.
2. I understand that all sessions will require a randomly generated ID and password when children join. This will be emailed to parents around 30 minutes before the session starts. I will receive two emails; one will contain the session ID and one will contain the password which must be entered to gain access. I understand that, under no circumstances, should I forward this email to anyone and should only be used for entry into the session.

3. I understand that neither I nor my child should, under any circumstances, screenshot, screengrab, digitally record nor photograph any part of the session. This includes taking photographs of my children whilst they are within the session. I understand that the sessions are being recorded by school for safeguarding purposes but they will not share the video and will be stored on school devices.
4. I understand that all children will then wait in a virtual waiting area. Once teachers have verified my child's identity they will admit them individually. They will check the name of each person before allowing them to enter.
5. I understand that once a session has already started, teachers will lock the Virtual room so no one else can join. I understand that the waiting room will be available for children to join around 15 minutes before the session and entry to the session will be locked within 5 minutes of the allocated start time. I understand that children will not be given access once a session has started.
6. Teachers by default are the only ones who can share content in class and this has been locked.
7. I understand that children will not be able to share their desktop with other children. The only desktop that will have the facility to be shared during an online session will be the Teacher's screen.
8. I understand that no members of the session will be able to share private messages with anyone else.

**Children's Agreement:**

1. I will treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
2. The messages I send, or work I upload, will always be polite and sensible. I understand that all messages and work I send reflect on me and the school.
3. Even though I am working outside the classroom, I will aim to be positive and creative, to learn and share, to develop new skills and to prepare for the future.

4. I will choose a sensible place to work from (not in a bedroom or in a personal space, such as a bathroom) and I will dress appropriately for my lessons as I would do at school, however there is no expectation to wear school uniform.
5. I will make sure that I have all the tools I need in advance, so that I do not have to leave my work space and interrupt the flow of the session. This will include writing equipment and any materials that my teacher has sent to me prior to the session.
6. I will be at my session on time and I understand that if I am late, I will not be granted access to the session.
7. I will complete activities as directed by my teacher and upload completed work following the session.
8. I understand that my online activity will be monitored by senior leaders from the School.
9. I will not under any circumstances provide my login details to anyone else
10. I will not share my or others' personal information that can be used to identify me, other students or my teachers on any online space.
11. I understand that I must not under any circumstances screen shot, screen grab, digitally record nor photograph any part of the session. This includes taking photographs taking photographs of myself or any other person participating in the session.
12. I will never take secret photos, recordings or videos of teachers or other pupils.
13. I will never say, text or post anything that could hurt or embarrass another person or be deemed as bullying type behaviour.
14. I will join the lessons at the times I have been given and if I am unable to join the session for any reason e.g. through ill health, I will let my teacher know in advance.

General online behaviours

15. I understand that I will not be able to share any private messages with another member during an online session. Any message that are sent during the session will be visible to all members including school staff.
16. I understand that websites, blogs, videos and other online information can be biased and misleading, so I will need to check sources.
17. I will not download copyright-protected material (text, music, video etc.), and I will avoid plagiarism.
18. I will not browse, download, upload, post, share or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to a trusted adult.
19. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment and will seek support from a trusted adult.

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- I have read and understand these rules and agree to them.
- I understand that failure to adhere to these rules, may result in children being excluded from future online sessions.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Child Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_