

Acceptable Use Policy for Remote Learning and Online Communication

1. Leadership Oversight and Approval

- 1.1 Remote learning will only take place using Microsoft Teams, Odro, BKSb and/or The Vault.
- 1.2 Microsoft Teams, Odro, BKSb and/or The Vault has been assessed and approved by the Senior Leadership Team.
- 1.3 Staff will only use GEM Partnerships managed or specific, approved professional accounts with apprentices.
- 1.4 Use of any personal accounts to communicate with apprentices is not permitted.
- 1.5 Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Julie Hunter, HR Manager.
- 1.6 Staff will use work provided equipment where possible.
- 1.7 All remote lessons will be formally timetabled; a member of the Senior Management Team or Lead IQA is able to drop in at any time.
- 1.8 Live streamed remote learning sessions will only be held with approval and agreement from the Senior Management Team.

2. Data Protection and Security

- 2.1 Any personal data used by staff and captured by Microsoft Teams, Odro, BKSb and/or The Vault when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
- 2.2 All remote learning and any other online communication will take place in line with current GEM Partnership's confidentiality expectations as outlined in the Data Protection policy.
- 2.3 All participants will be made aware that Microsoft Teams and Odro records activity, however prior permission will be sought.
- 2.4 Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by the Senior Management Team and in line with our data protection policy requirements.
- 2.5 Access to Microsoft Teams, Odro, BKSb and/or The Vault will be managed in line with current IT security expectations as outlined in Information Technology and Security Policy.

3. Session Management

- 3.1 Staff will record the length, time, date and attendance of any sessions held on contact logs.
- 3.2 Appropriate privacy and safety settings will be used to manage access and interactions.
- 3.3 A pre-agreed invitation/email from Microsoft Teams detailing the session expectations will be sent to those invited to attend.
- 3.4 Apprentice expectation of the do's and don'ts on Microsoft Teams are set
- 3.5 Alternative approaches and/or access will be provided to those who do not have access.

4. Behaviour Expectations

- 4.1 Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
- 4.2 All participants are expected to behave in line with existing GEM Partnership's policies and expectations. This includes:
 - 4.2.1 Appropriate language will be used by all attendees.
 - 4.2.2 Staff will not take or record images for their own personal use.

- 4.2.3 Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.
- 4.3 Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- 4.4 When sharing videos and/or live streaming, participants are required to:
 - 4.4.1 wear appropriate dress.
 - 4.4.2 ensure backgrounds of videos are neutral (blurred if possible).
 - 4.4.3 ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
- 4.5 Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

5. Policy Breaches and Reporting Concerns

- 5.1 Participants are encouraged to report concerns during remote and/or live streamed sessions to Julie Hunter, HR Manager
- 5.2 If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to Kelly Lee, Operations Manager.
- 5.3 Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
- 5.4 Any safeguarding concerns will be reported to Julie Hunter, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the GEM Partnership's Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

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