**Monk Fryston & Saxton Federation of CE Primary Schools**

**Remote Learning**

 **Interactive & Live Sessions**

**Acceptable Use Agreement & Protocol**

This agreement directly relates to the safe and supportive use of online platforms to facilitate live/interactive wellbeing sessions for children during COVID 19. All live online activity should be appropriate to the student’s education and/or undertaken to support their wellbeing.

* Access to online live video or voice calls should only be made via the staff and student authorised Gmail account and password, which must **not** be made available to any other person. This provides increased security for both the child and the member of staff
* Staff must initiate the session. It should be prearranged with the parent and student and logged on the interactive/streaming database
* Staff must only use the G-Suite Platform - Google Meet (Hangout) for both voice call sessions or live video sessions. The nature of the session should be decided in advance, e.g voice call/face to face/ staff voice
* Staff have the facility to record the session and unless you indicate that you would like to opt out, you are giving permission for this recording to be made
* Parents should be available at the beginning of the session, on hand during and available at the end of the session if required
* Both staff and children should be based in a communal living space for the session and have considered a nondescript background if it is a video call
* The length of the session should be dictated by its purpose - a catch up session will usually be 15 - 30 mins
* Any concerns that may arise from a session should, as in school, be reported to the DSL
* Any abuse of the live platform, such as recording or capturing of images of staff, use of abusive language will result in the termination of this agreement and incur appropriate follow up actions/sanctions/interventions

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