**Acceptable Use Policy (AUP) for Remote Learning and Online Communication**

**Purpose**

This policy document is provided as guidance for Centres using remote learning, including live streaming, and other forms of online communication to reflect their expectations and boundaries. It is to be read in conjunction with Youthreach Internet Safety: Acceptable Usage Policy, DDLETB Data Protection Policy and Youthreach Centres’

* Anti-Bullying Policy
* Child Protraction Policy & Safe Guarding Statement
* Digital Media Policy
* Mobile Phone Policy
* Student Code of Behaviour Policy
* Working One to One Policy

**Scope**

This document specifically addresses safer practice when running formal remote learning, including live streaming, but could also apply to other online communication, such as remote parent meetings or pastoral activities. However, there is no expectation that staff should run formal live streamed sessions or provide pre-recorded videos.

**Links/Web Addresses to Information, Guidance and Cloud Facing Options**

* **Supports to schools and teachers engaged in distance learning.**
  + <https://www.education.ie/en/covid-19/#14>
* **If you need to contact the Department.**
  + <https://www.education.ie/en/The-Department/Announcements/contact-the-department.html>
* **Dedicated webpage of curated content to support schools and teachers engaged in distance learning developed by The Digital Technology team.** 
  + <https://www.pdst.ie/distancelearning>
* **DDLETB Supported Cloud Facing Options**
  + <https://etbddl-my.sharepoint.com/:w:/g/personal/sconroy_ddletb_ie/EaDpobmr5UNNqEyuMGZuJi8BaUPLAjhv2aaPmaCDi6NWhw?rtime=FfTjobqE2Eg>
* **Additional DDLETB Teaching & Learning Resources.**
  + <http://www.ddletb.ie/ddletb-covid-19-hub/teaching-learning-resources/>

It is recommended that all online settings use existing DDLETB approved systems and/or education focused platforms where possible, and that staff only use approved accounts and services to communicate with students and/or parents/guardians such as 365 Online.

**Remote Learning**

1. Remote learning will only take place using system name(s) that have been assessed and approved by DDDLETB.
   1. **Tier 1**: **Cloud options managed by DDLETB ICT Department**
      1. Microsoft Office 365 which includes SharePoint, OneDrive, OneNote and Teams
      2. Apple learner devices with Mobile Device Management (MDM), managed by Wriggle on behalf of DDLETB
      3. Windows learner devices with Mobile Device Management (MDM), managed by Wriggle on behalf of the DDLETB
   2. **Tier 2: Cloud options managed by schools, colleges, centres and FET services**
      1. BKSB
      2. Apple
      3. ClassDojo
      4. Edmodo
      5. G Suite/Google for Education
      6. Irishhomework.ie
      7. Schoology
      8. Seesaw
      9. Moodle
   3. **Tier 3: Cloud options that could be classed as corporate and/or social media Note:** Tier three options could be accurately classed as corporate solutions and/or social media platforms and they are not recommended by DDLETB’s ICT Department. DDLETB’s ICT Department is not in a position to support these options and advises caution with the use of these platforms. Although some of them may appear to be free, terms and conditions do apply and in time costs may also apply. Many of these platforms harvest data from the user for other purposes. Examples of corporate solutions and social media platforms include, but are not limited to:
      1. Zoom+
      2. Cisco Webex
      3. GoToMeeting
      4. Instagram
2. Staff will only use centre managed or specific, approved professional accounts with students and/or parents/guardians.
3. Staff will use work provided equipment only such as laptop, tablet or other mobile devices which must be in place otherwise remote leaning cannot occur.
4. Use of any personal accounts to communicate with students and/or parents/guardians is not permitted.
   1. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the Regional Manager, Centre Coordinator, DLP and documented.
5. Online contact with students and/or parents/guardians will not take place outside of the operating times as defined by DDLETB Youthreach:
   1. **Please insert centre operating times here**
6. All remote lessons will be formally timetabled; the Regional Manager, Coordinator, DLP and/or Resource is able to drop in at any time.
7. Live streamed remote learning sessions will only be held with prior approval and agreement from Coordinator.

**Data Protection and Security**

1. Any personal data used by staff and captured by online approved systemswhen delivering remote learningwill be processed and stored with appropriate consent and in accordance with DDLETB Data Protection Policy. Link to DPA -
   1. <http://www.ddletb.ie/wp-content/uploads/2018/11/Data-Protection-Policy.pdf>
2. When 365 emailing is used, to contact students or parents, CC and/or BCC will be used to include multiple users.
3. All remote learning and any other online communication will take place in line with current centreconfidentiality expectations, behaviour codes, online etiquette etc., as outlined in all existing policies
4. All participants will be made aware what online systems used by DDLETB Youthreachrecords activity and how recordings will be stored, how long they will be kept for and who will have access to them, in line with existing Data Protection Policy.
5. Staff will not record lessons or meetings using personal equipment.
6. Only members of Centre community will be given access to online systems.
7. Access to these systemswill be managed in line with current IT security expectations as outlined in DDLETB policies. However, all staff and students should ensure when accessing the system that they are using strong passwords, log off when finished or lock their device when not in use.

**Session Management**

1. Staff will record the length, time, date and attendance of any sessions held.
   1. This information will be recorded in teacher/staff diary and on timetable (online and hard copy)
2. Appropriate privacy and safety settings will be used to manage access and interactions. This includes, but not limited to:
   1. Language filters, disabling/limiting chat, staff not permitting students to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.
3. When live streaming with students, contact will be made via students’ centre provided email accounts and/or logins.

**I have read and understood <** **school/setting name> Video Conferencing and/or Live Communication Acceptable Use Policy (AUP).**

**Learner/Parent/Carer**

Child’s Name……………………………………………………………………………………………...

Class…………………………

Parent/Carers: ……………………………………………......................................................

Date (DDMMYY)………………………………………………...

**Staff**

Name: …………………………………………………………………………………………………

Date (DDMMYY)………………………………………………...

1. As part of the Youthreach programme when students are taking part in online classes, it is advised that cameras should be switched on.
   1. If the device does not have a camera, the centre will loan a device with camera to the student to continue their education on the Youthreach programme.
   2. A Device Loan Contract must be signed
2. Staff will request students to turn on cameras for the entirety of the session and will request students to mute/disable microphones/videos only when applicable and on the teacher’s instruction.
3. At least two members of staff will be present at all live streaming classes. If this is not possible, permission will be sought from Coordinator prior to the session and will be recorded on the timetable and in both teacher and coordinator diary.
4. Live one to one sessions will not take place in centres with the exception of SENI centres.
   1. All online SENI sessions must have parental/guardian consent and have prior approval from the Coordinator.
   2. Details of the online one to one session are necessary and must be put in writing, emailed to the Coordinator and CC to the Regional Manager and be inserted on timetable as **all one to one online sessions must be auditable**.
   3. If the student is under 18 years, a parent or guardian must be present.
      1. This may not be appropriate if providing counselling or safeguarding support.
      2. The session will be documented to reflect this.
5. A pre-agreed invitation/email (as relevant to system being used)detailing the session expectations will be sent to those invited to attend.
6. Access links should not be made public or shared by participants.
   1. Students and/or parents/guardians should not forward or share access links.
   2. If students and/or parents/guardians believe a link should be shared with others, they will discuss this with the member of staff running the session first.
7. Students are encouraged to attend lessons in a shared/communal space or in a room with an open door and/or when appropriate supervised by a parent/guardian or another appropriate adult.
8. Alternative approaches and/or access will be provided to those who do not have access such as loaning of devices –tablet, computer and supply of stationery packs. If any type of equipment is being loaned by the Centre to a student, the Youthreach Device Loan Agreement contract must be signed and kept in student file.

**Behaviour Expectations**

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with the existing centre behaviour code, centre rules, policies and expectations. This includes, but not limited to:
   1. Appropriate language will be used by all attendees.
   2. Staff will not take or record images for their own personal use.
   3. Students will not record the live session. If the session involves a skill demonstration by the teacher, the teacher will record the demonstration prior to the session and email to students or upload to where students may access. However, if they require further information from the session, they can liaise with the teacher and may receive, notes, PowerPoint, handouts, videos etc.
   4. If the student needs to perform a skills demonstration for assessment purposes, this can be recorded by the teacher.
   5. Microphones muted until they are requested to speak or need to ask a question.
3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
4. When sharing videos and/or live streaming, participants are required to:
   1. Wear appropriate dress.
   2. Ensure backgrounds of videos are neutral (blurred if possible).
   3. Ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
5. Educational resources will be used or shared in line with existing teaching and learning policies and taking licensing and copyright into account.

**Policy Breaches and Reporting Concerns**

1. Participants are encouraged to report concerns during remote and/or live streamed session.
   1. Depending on the issue, they may in the first instance report their concerns to the person running the session.
   2. If this is not possible, they may report concerns to the Centre Coordinator, Resource or DLP.
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 the Centre Coordinator.
3. Inappropriate online behaviour will be responded to in line with existing policies such as but not limited to
   1. Acceptable Use Policy
   2. Allegations against staff.
   3. Anti-bullying and Student Code of Behaviour Policy.
4. Sanctions for deliberate misuse may include
   1. Restricting/removing use.
   2. Suspension form Centre which would result in loss of pay.
   3. Expulsion from the Centre.
   4. May affect admission to the Youthreach Programme in the future.
   5. Contacting An Garda Síochána if a criminal offence has been committed.
5. Any safeguarding concerns will be reported to the DLP, in line with Child Protection Policy.

**I have read and understood Youthreach Centre Name** **Acceptable Use Policy (AUP) for Remote Learning and Online Communications.**

Staff Member Name Printed: ………………………….……………………………………….

Staff Member Name Signed: ………………………….……………………………………….

Date: ………………………….

**I have read and understood Youthreach Centre Name** **Acceptable Use Policy (AUP) for Remote Learning and Online Communications..**

Student Name Printed: ………………………….……………………………………….

Student Name Signed: ………………………….……………………………………….

Date: ………………………….

**I have read and understood Youthreach Centre Name** **Acceptable Use Policy (AUP) for Remote Learning and Online Communications.**

Student Name Printed (Under 18 yrs.): ……………..….……………………………………….

Student Name Signed (Under 18 yrs.): ……………………….………………………………….

Parent/Guardian printed: ………………………….……………..……………………………….

Parent/Guardian printed: ………………………………...……………………………………….

Date: ………………………….