



Acceptable Use Policy for Staff – Online Lessons

Berkshire Maestros believes that the use of information and communication technologies brings great benefits. We recognise that there are online safety issues that need to be planned for that will help to ensure appropriate, effective and safer use of electronic communications. Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorized access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Online-bullying and peer on peer abuse
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet, and other digital and information communication technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work with people in charitable and voluntary organisations are bound.

When using communication technologies Berkshire Maestros considers the following as good practice:

1. The Berkshire Maestros' email service may be regarded as safe and secure and is monitored. Staff will therefore only be using the Berkshire Maestros' email service (via SpeedAdmin wherever possible) to communicate with parents.
2. Users need to be aware that email communications may be monitored.
3. Staff must immediately report to their line manager any communication that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such communication. Anything that causes safeguarding concerns must be reported in line with Berkshire Maestros' safeguarding policy, which is available [here](#).
4. Parents and Carers who have any concerns similar to those raised in .3 should refer to Berkshire Maestros' Safeguarding Policy for information on how to proceed. This can be found [here](#).
5. Any digital communication between staff and students or parents/carers must be professional in tone and content. These communications may only take place on official, agreed systems. Staff's personal email addresses, text messaging or public chat/social networking programmes must not be used for these communications
6. Teachers and pupils should be reminded that any concerns about online abuse or the way someone has been communicating online should be reported to CEOP (Child Exploitation and Online Protection Command) www.ceop.police.uk/safety-centre/
7. Specific consent for receiving instrumental tuition online must have been received by Berkshire Maestros before lessons commence, in addition to any previous consent gained for video and still photography. Pupils and their parents/carers will be given information about the software being used, how video and audio data will be stored, and how and by whom it can be accessed.

Parents / Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children.

Berkshire Maestros request that parents read our Online Learning Guidelines (copied below) carefully and make sure they fully engage with the online lessons that will be provided where necessary over the coming months.

Online Learning Guidelines for Parents and Students

Please adhere to the following guidelines during online lessons:

1. Adhere to the Berkshire Maestros Acceptable Use policy – Online Lessons.
2. Select a suitable, neutral location for your lesson; this should **not** be a bedroom. Please select an area with as few distractions as possible and blur your background (if possible)

or select a place where the background is neutral and not displaying lots of personal items.

3. Student's behaviour and dress must be appropriate at all times. If students are not suitably dressed or if any behaviour is inappropriate, staff will end the online lesson immediately then email parents to inform them of the reason for this.
4. For children aged 12 and under, an adult should be present in the room for the duration of the lesson. For children aged 13-15 an adult should be present for the start and end of the lesson and be on hand if needed, but not necessarily in the room. For young people aged 16-18, lessons can be unaccompanied. Berkshire Maestros' online instrumental lessons permission form must be returned agreeing to these arrangements before online lessons can take place.
5. Please join your lesson on time. Take the time to check that all equipment is working, and you know how to use it well in advance of the lesson.
6. All written and verbal comments must at all times be appropriate to the formality of your lesson. Teachers and pupils should communicate as is normally appropriate in a lesson at school or music centre.
7. The lessons will **not** be recorded. If there is a desire to record some aspect of the lesson, then this can only be done with the express permission of the staff member *and* the parent/guardian and an appropriate way of storing the recording agreed.
8. The teacher will keep notes as you go along and send these via email, using SpeedAdmin wherever possible, after the lesson is over. You may want to copy these up into your practice book for continuity.

General Online Guidance

- a. Please be patient
- b. Make sure you have made yourself familiar with the software beforehand and understand how it works
- c. Ideally ensure your device is plugged in to a power source when in use
- d. Please ensure you have your instrument, books, pencil and music stand set up in advance, just as you would do in a normal lesson.