



Remote Learning (Student Acceptable Use Policy)

Due to the recent change in learning approaches, the Student Acceptable Use Policy for using the Academy Network has been updated. The policy now includes the use of remote learning platforms that are linked directly to Academy accounts. Misuse of technology may lead to a ban, during which time you will not be able to use your Academy account. The wider misuse of technology that causes harm to others, beyond Academy accounts, is still considered to be a serious offense and will be addressed as part of the Academy's Behaviour Policy, and/or by the police and other authorities. Please note that this document builds upon the agreement set out in the student planner and the Acceptable Use Policy.

General Guidelines for Remote Learning

- Use all technology in a responsible manner
- Use appropriate language and be polite. Other users will have different views to your own. The use of strong, abusive or aggressive language is not allowed
- You must not write anything on a software platform, website or send by e-mail anything that could be offensive
- Do not release any personal information about yourself or other users (e.g. home address, telephone numbers, or passwords)
- The holder of any account used to log-on to the system, or third-party software, will be held responsible for any misuse
- You must report any unsuitable websites, behaviours or Academy network security problems to the ICT Support Team or your teacher
- You must not attempt to gain access to websites that are restricted within the Academy
- Do not visit websites that might be considered inappropriate. Evidence of all websites visited is recorded and is traceable. Downloading some material is illegal and the police or other authorities may be called to investigate such use. Files held on the Academy's network are regularly checked by the ICT Support Team
- Always log out of software platforms and third party software (where possible) when you have finished
- Do not interfere with other students' work or attempt to use their personal accounts
- The sending of group e-mails is not permitted

Microsoft Teams

- United Learning and the Academy have chosen to use Microsoft Teams to conduct online learning. Other platforms such as Zoom, Hangouts, Houseparty, WhatsApp etc. are not permitted
- Serious breach of the guidelines listed in this document may result in the removal of your Office account by Microsoft and/or Stockport Academy

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Principal: Mrs Janine McCann B.A. (Hons)

Executive Principal: Mr Frank McCarron B.Ed. (Hons), M.Ed., National Leader of Education

United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538)
and ULT (Registered in England No. 4439859. An Exempt Charity).
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Stockport Academy

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Part of United Learning

When working in Microsoft Teams: Permissions

- Students must not request or attempt to join Teams that they are not a part of
- Students must not enter a live video/audio chat unless a teacher is present
- If a student finds themselves in a live video/audio chat without a teacher, they must leave it immediately
- Students must not record any part of the live video/audio chat
 - Students must not forward any written communications that have been posted as part of the live chat Webcams
- Webcams must not be activated without prior consent from the teacher
- Webcams must be switched off as you leave the live video/audio chat
- Live video/audio chat participants must be aware of their conduct and language: politeness and turn taking apply
- Offensive or derogatory language is not permitted
- Offensive or derogatory gestures or physical expressions are not permitted
- Ensure that your dress is appropriate and does not cause offense to others
- Consider your environment, there should be nothing that may cause offense to others on display
- A teacher will remove you from the live video/audio chat, or stop the live video/audio chat, should they deem the learning conditions to be unsuitable

Microphones

- Microphones should not be activated without prior consent from the teacher
- Microphones should be switched off as you leave the live video/audio chat
- Live video/audio chat participants must be aware of their conduct and language: politeness and turn taking apply
- Offensive or derogatory language is not permitted
- A teacher may mute your microphone at any point during a live video

Screen Sharing

If you wish to share your screen with other members of the live video/audio chat to show them your work etc. then please be aware of what you are sharing. If you have any internet tabs open or personal photos as screensavers etc., it is possible that these might become visible to others. To safeguard all members of the Academy, please take all steps necessary to neutralise your virtual working environment.

Please note that this document is subject to change at any time and as a member of the Academy you agree to the terms and conditions as set out above. If you wish to opt out of this agreement, then please inform your pastoral leader who will liaise with the ICT Support Team to remove your access to live video/audio chat in Teams. Further documentation regarding the use of Academy ICT facilities is available in the Student Acceptable Use Policy, located on the Academy website.

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