



### **Addendum to Acceptable Use Policy due to the circumstances of COVID-19**

Due to the current unprecedented circumstances of the COVID-19 virus, it is necessary that we are prepared and have appropriate arrangements in place in relation to contact with students and parents / carers.

**AUP 3.4** – Mobile Technologies states “I will not contact any parents or pupils on my personally-owned device.”

**Addendum** - Teachers are responsible for a weekly welfare check, the majority of which will be done from home as part of 'Home working'. Therefore, teachers are authorised to use their personal devices for this purpose. Teachers should use number blocking features when making these calls to prevent parents / carers obtaining personal details. This is important to guard against any potential safeguarding issues.

**AUP 3.1** - Using Technology in School states “I will only use school IT systems, external logins and email for school related purposes. Other use will be with the permission of a SLT teacher.”

**Addendum** – Since the sudden introduction of home learning for students due to COVID-19, there was not opportunity to familiarise all our students with their school email system. Therefore, if there is no alternative, teachers may send emails and attachments to students' personal email addresses for which they are familiar. However, all correspondence will be sent and received via the teacher's own school email and records of correspondence kept.

**Addition** – 'Microsoft Team's has been introduced as a method of contacting students and setting work. This must be treat in the same manner as email contact within school / college.