



## Creating and Sharing Video and Acceptable Use

We are keen to strike the correct balance between supporting learning and social contact/wellbeing and also reducing the specific risks to pupils and staff that e-learning presents.

The statements below are expectations from Unity Schools Partnership for all staff, parents and pupils participating in online learning.

### All staff, parents and pupils creating, sharing and viewing educational video agree to the following

1. All video must be recorded and backed up (saved in staff area of onedrive). Make sure that everyone is aware of this. It's important to know how long any recordings are kept for and how to access them
2. Video should be created and shared using child friendly platforms with chat features disabled for younger students
3. Schools must take responsibility for their pupils and staff who are viewing video and work within the school's own eSafety Policy
4. Be clear about the expectations of both student and staff behaviour (see guidelines for staff)
5. Due to copyright, intellectual property and privacy laws no video should use cases against the providers terms and conditions (for example, no business use of consumer products)
6. All video should be approved by the Headteachers designated person in advance
7. There should be careful consideration of the location that everyone uses, for example, not in bedrooms; and where possible be against a neutral background (you can blur the background on many platforms).
8. Staff and children must wear suitable clothing, as should anyone else in the household.
9. Language must be professional and appropriate, including any family members in the background
10. Schools should risk assess the use of video learning using webcams including ensuring all staff have understood and agreed these protocols
11. Parents, pupils and staff should have a named person to refer any queries or concerns to.



UK Safer Internet Helpline is a source of support for professionals: 0344 381 4772  
[helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)

