

Remote Learning Policy

1. Aims

This policy for staff aims to provide a framework for continued support and learning for students remotely during any school Home Learning period due to COVID-19. It aims to:

- Ensure consistency in the school's approach to remote support and learning
- Set out expectations for all members of the school community with regards to remote support and learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

It is important that all contact between staff and students for support or learning is conducted via the secure Microsoft 365 portal using school logins and school devices issued to all staff and students. Other platforms should only be used in exceptional circumstances with prior agreement from the Principal and following a risk assessment.

2.1 Teachers and Learning Support Staff

Remote contact times will be agreed between staff and the Principal in advance and will be detailed on the two week remote learning timetable. Teachers and learning support staff must be available during these pre-agreed contact times. If staff are unable to work for any reason during these times, for example due to sickness or caring for a dependent, they should notify the principal as soon as possible to ensure that alternative arrangements can be made.

Teachers and Learning Support Staff are responsible for:

- Providing paper-based resources, where required, for all students in two week blocks
- Providing verbal feedback on work during remote contact times
- Keeping in touch with pupils using remote contact times
- Responding to any complaints or concerns shared by parents and students during remote contact times
- Informing the Principal of any complaints or concerns shared by parents and students
- Informing the Designated Safeguarding Lead of any concerns raised during contact sessions
- Dressing appropriately if using video during remote contact times
- Ensuring that they are working in a quiet, private, indoor space without noise and with nothing inappropriate in the background, and that they cannot be overheard or interrupted

- Ensuring that the record function of 'Microsoft Teams' is switched on at the beginning of every contact session (unless it is a counselling or mentoring session).
- Ensuring that a contact form is completed and submitted at the end of every contact session.

2.3 Subject leads and SEND, Health and Care Manager

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with learning support staff to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent

2.4 School Improvement Team (SIT)

Alongside any teaching responsibilities, the School Improvement Team (SIT) are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leads, reviewing work set and reaching out for feedback from students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Ensuring that all staff are aware of their continuing safeguarding responsibilities.
- Receiving and acting upon any safeguarding concerns received from staff during this period, in accordance with normal safeguarding processes and procedures outlined in the current 'Child Protection Policy'.

2.6 IT Manager

The IT Manager is responsible for:

- Ensuring all staff have access to the Microsoft 365 portal with a unique login.
- Providing training and support to staff to ensure they are able to use the various elements of Microsoft 365 which will enable remote contact and learning support
- Ensuring all students have access to the Microsoft 365 portal with their unique student login
- Configuring and issuing laptops for individual student use
- Ensuring all school IT equipment is protected from malicious attack and inappropriate content while off-site

- Providing user guidance for all staff and students
- Providing on-going support for staff, students and parents where necessary

2.7 Students and parents

Staff can expect students to:

- Log on during the remote contact times
- Engage with home learning tasks set by teachers and learning support staff
- Seek help if they need it, from teachers or learning support staff, during remote contact times

Staff can expect parents to:

- Make the school aware if their child is unwell or otherwise not able to join a remote contact session
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 Governing Body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or Samantha Hutton, SEND, Health and Care Manager
- Issues with student and parent responses and relationships – contact Alison Dolan, Principal
- Issues with IT – contact Tim Dolan, IT Manager
- Concerns about data protection – contact Tim Dolan, IT Manager
- Concerns about welfare and safeguarding – contact Alison Dolan, Designated Safeguarding Lead and refer to the current Child Protection Policy

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will ensure they work within the school's Data Protection Policy.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as phone numbers or email addresses as part of the remote contact and support system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing a device provided by the school among family or friends
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Staff will continue to work within the school's safeguarding policy and procedures, outlined in the Child Protection Policy. All staff are responsible for ensuring every online contact session is conducted via 'Microsoft Teams' and the recording function is switched on at the beginning of the meeting (unless it is a counselling or mentoring session.)

6. Monitoring arrangements

This policy will be reviewed annually by the Principal and School Improvement Team. After every review, it will be approved by the full Governing Body.

Approved by: (Principal)..... (date)

Authorised by:..... (Chair of Governors) (date)

To be reviewed every: 1 year

Next review date: September 2021

Appendix 1



Student Acceptable Use Agreement – IT Systems and Devices

Open Box Education Centre policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:

- that students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse.
- that students will have good access to digital technologies to enhance their learning.

Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will not arrange to meet people off-line that I have communicated with on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

- I will not attempt to use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting, unless I have specific permission from a member of staff to do so.

I will act as I expect others to act towards me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school

- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use school devices to access social media sites unless I have specific permission from a member of staff.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be online-bullying, use of images or personal information).

- I understand that if I fail to comply with this acceptable use agreement, the school will take action in line with the Relationship and Behaviour Policy and may withdraw access to school systems and/or devices.

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school when allowed.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email or remote learning resources.

Name of **Student**:

Signed:

Date:

Name of **Parent/Carer**:

Signed:

Date: