

Endon Hall Primary & Nursery School

'Learning together and having fun'



Remote Learning and Communication Acceptable Use Policy

Policy in place: September 2020

Review date: September 2021

	Member of staff responsible	Governor	Senior member of staff
Remote Learning Acceptable Use	Miss A Coleman	C Soboljew	Miss V Lewis

Leadership Oversight and Approval

1. Remote learning will only take place using the chosen platform/s e.g. Microsoft Teams, Google classroom, and platforms which have been assessed and approved by the headteacher/a member of Senior Leadership Team (SLT), following a review of available remote learning platforms.
2. Staff will only use school managed or specific, approved professional accounts with learners and parents/carers.

Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.

Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the Headteacher/Designated Safeguarding Lead (DSL).

When operating within the chosen platform/s, staff will use work provided equipment at all times e.g. a school/setting laptop/device. Staff will use the Remote Desktop Server (RDS) as their default method for accessing school related work off site. The use of personal memory sticks or other digital storage media in school will not be permitted. Only password protected, encrypted memory sticks may be used in school and/or out of school for school work.

3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - 8:45am - 3:25pm
4. All live/recorded remote lessons will be formally timetabled and communicated with parents/carers. A member of SLT/ the DSL is able to drop in at any time.
5. If a child is due to miss a live session, or cannot attend due to illness and/or siblings requiring use of available home devices, the parent/carer should e-mail the relevant teacher in advance of the session, through the homework@ email address to notify them, and to request for the recording of the live session to be sent so that the child can view it at their earliest opportunity.
6. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher/a member of SLT. This will be pre agreed through discussions with staff before the intended live/recorded session is due to take place.

Data Protection and Security

7. Any personal data used or stored by staff and captured by the chosen platform/s when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy - <https://endonhall.staffs.sch.uk/wp-content/uploads/2020/09/Endon-Hall-GDPR-Data-Protection-Policy-June-2020-June-2021-1.pdf> and in line with the guidance outlined in the [data protection: toolkit for schools](#)
8. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in our Confidentiality Policy, which is available on request via the school office.
9. All participants must be aware that the chosen platform records activity. This is, in fact, a pre-requisite in terms of live sessions, in order that monitoring can take place and sessions can be provided if/when requested due to absence/availability. Teaching staff will make participants/pupils aware that they will be recording the session at the beginning of the session.

Recordings will be stored in a folder in the school's secure system, which can only be accessed by school staff. Recordings will be dated and file names will specify the relevant year group. Ordinarily, recordings will be stored for two weeks and then archived. If a concern is raised/arises during the recorded session, and this requires the recording to be kept for longer, in order that the concern can be addressed accordingly, the deletion date will be reviewed by the Headteacher/a member of the SLT.
10. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our Data Protection Policy requirements.
11. Only members of the Endon Hall Primary & Nursery School community will be given access to the chosen platform/s.
12. Access to the chosen platform/s will be managed in line with current IT security expectations as outlined in the Online Safety Policy.

Session Management

13. Staff will record the length, time, date and attendance of any sessions held. The length, date and time will be noted by the person leading the session and attendance will be established for live sessions by doing a register at the start of the session, as we usually would in school. Children will be asked to unmute themselves to respond when their name is called for registration purposes.
14. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - video cameras must remain ON, for safeguarding purposes
 - no green screens/screensavers are to be used when attending any live sessions
 - microphone OFF unless asked to put it on
 - only put a comment in the comment box if you're ASKED to
 - only sign in using the parent/carer e-mail the invite was sent to, unless agreed directly with the teacher
 - if a sign in occurs from an e-mail address that isn't listed, access will not be granted. Teaching staff will have prior knowledge of all permitted email addresses before a live session begins.
 - do not forward the meeting invite on to anyone
15. When live streaming with learners:
 - o contact will be made via a parents/carer account, as per the contacts provided in ParentMail/SIMS.
 - o staff will mute/disable learners' microphones and only activate them/ask for them to be activated if/when required.

- children/parents must only communicate with the teacher/member of staff, not with each other, unless asked to do so by the member of staff.
 - at least 2 members of staff will be present. If this is not possible, SLT approval will be sought in advance of any live sessions taking place.
16. Live 1:1 sessions will only take place with approval from the Headteacher/a member of SLT. Live 1:1 sessions with learners may require a parent/carer to be in the room. This must be agreed when the session is approved by the Headteacher/member of SLT.
 17. A pre-agreed invitation/e-mail (as relevant to system being used) detailing the session expectations will be sent to those invited to attend.
 18. Access links should not be made public or shared by participants.
 19. Learners and/or parents/carers should not forward or share access links.
 20. If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
 21. Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
 22. Alternative approaches and/or access will be provided to those who do not have access to a device. Printed packs will be made available for those children/parents who stated this on the 'Device availability survey'.

Behaviour Expectations

23. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
24. All participants are expected to behave in line with existing school policies and expectations. This includes:
 - Appropriate language
 - No taking or recording of images for personal use; ever (by staff, parents/carers, other adults, children)
 - There will be a minimum of 6 participants in each session, unless prior arrangements have been made for 1:1 sessions, as per Section 16 of this policy
25. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
26. When sharing/recording videos and/or live streaming, participants are required to:
 - wear appropriate dress
 - ensure backgrounds of videos are neutral (blurred if possible) and no green screens/screensavers are used
 - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds
27. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

28. Participants are encouraged to report concerns immediately, during remote and/or live streamed sessions:
 - To the member of staff running the session
 - To a parent/carer

29. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the Headteacher.
30. Inappropriate online behaviour will be responded to in line with existing policies, such as acceptable use of technology, Online Safety, KCSIE, Safeguarding & Child Protection, anti-bullying and/or behaviour.

Sanctions for deliberate misuse may include:

- Restricted use
 - Removal of use
 - Contact made with the Police (if a criminal offence has been committed)
31. Any safeguarding concerns will be reported to the Designated Safeguarding Lead, in line with our Safeguarding & Child Protection Policy.

Appendix 1

Endon Hall Primary & Nursery School

'Learning together and having fun'



Staff – Remote Learning and Communication Acceptable Use Agreement

This policy is designed to ensure that all staff are aware of their professional responsibilities when using remote platforms for learning and communication. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher (Miss V Lewis) and/or the Computing Leader (Miss A Coleman).

- I will be available during the given hours of 8:45am - 3:25pm, Monday - Friday
- I will plan and set the relevant work on a weekly basis, to the volumes/standards agreed
- I will only upload work through the given chosen platform/s
- I will give feedback on submitted work in the given time frame Are we specifying the time frame or did we try to make this less specific? and in line with the expectations for feedback when marking Is this re one tick/two ticks etc?
- I will report any safeguarding complaint to the Designated/Deputy Designated Safeguarding lead immediately
- I will adhere to the school's professional appearance and dress code policy when attending virtual meetings and/or uploading videos and/or delivering a live lesson to the chosen platform/s

User Signature

I agree to follow this policy (in full) and to support the safe and secure use of IT throughout the school.

Signature

Date

Full Name (printed)

Job title

Appendix 2

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Parent/Carer and Pupil – Remote Learning and Communication Acceptable Use Agreement

Pupils

These rules will keep me safe when using remote platform/s for learning.

- I will attend/watch any live/recorded sessions at the time given or as soon after as possible
- I will complete the work set by the deadline given and send it to my teacher for marking
- I will ask for help if I need it
- I will take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- I will only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher asks me;
- I will only access the material shared by the teacher and will ask for parental permission to use technology for anything beyond that;
- If I am worried, I will report these worries to my teacher and/or my parent/carers

I have read and understand these rules and agree to them.

Signed (child): Name (child):

Parent/Carer

- I will make the school aware if my child is sick or otherwise unable to complete the work set and/or engage in remote learning
- I will seek help from school if I/my child is having trouble accessing the work set
- I will be respectful when making any complaints or concerns known to staff
- I will support, encourage and supervise my child to the best of my ability
- I will encourage my child to access the chosen platform/s
- I will not record, screenshot or copy any information, messages, tasks, or posts and/or share on any social media/any other platform and/or use for any purpose other than that intended
- I will not forward the meeting invite to anyone else
- I will be mindful of the mental well-being of both myself and my child and encourage my child to take regular breaks, play games, get fresh air and relax
- I understand that children from different year groups will have different work set, and that this may include live and/or recorded sessions
- I understand that my support will be needed throughout any remote learning sessions, especially for certain age groups

Parent/Carer Signature: Date:

Parent/Carer Name: (Printed):

Name of child/children: Year Group/s:

Appendix 3

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EYFS

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:20am	Live session to welcome the children and introduce the week's learning		Live session - mid-week 'catch up' with the class, and an opportunity to reinforce the learning expectations for the remainder of the week		Live session - assembly with a focus on well-being and to celebrate the successes of the week
Session 1 - focus	Phonics	Phonics	Phonics	Phonics	Phonics
Session 2 - focus	Literacy		Maths		Other activity
Session 3 - focus	Choose a topic related activity to complete				
2:45pm-3/3:15pm	Live lesson - whole class story time/rhyme time	Live lesson - whole class story time/rhyme time	Live lesson - whole class story time/rhyme time	Live lesson - whole class story time/rhyme time	Live lesson - whole class story time/rhyme time

Year 1

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:20am	Live session to welcome the children and introduce the week's learning		Live session - mid-week 'catch up' with the class, and an opportunity to reinforce the learning expectations for the remainder of the week		Live session - assembly with a focus on well-being and to celebrate the successes of the week

Session 1 - focus	Phonics	Phonics	Phonics	Phonics	Phonics
Session 2 - focus	Reading	English	English	Maths	Maths
Session 3 - focus	Choose a topic related activity to complete				
3:00 - 3:30pm		Live session Whole class story time		Live session Whole class story time	

Year 2, 3, 4, 5, 6

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:30am	Live session to welcome the children and introduce the week's learning		Live session - mid-week 'catch up' with the class, and an opportunity to reinforce the learning expectations for the remainder of the week		Live session - assembly with a focus on well-being and to celebrate the successes of the week
Session 1 & 2 - focus	Reading Maths	Reading Writing SPaG	Reading Maths	Reading Writing SPaG	Reading Maths
Session 3 - focus	Topic		Topic		Topic
3:00 - 3:30pm		Live session Whole class story time		Live session Whole class story time	

Appendix 4

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Remote Learning - overview of session expectations

- video cameras must remain ON at all times, for safeguarding purposes
- no green screens/screensavers are to be used when attending any live sessions
- microphones must be OFF unless asked to put it on
- only put a comment in the comment box if you're ASKED to
- only sign in using the parent/carer e-mail address that the invite was sent to, unless agreed directly with the teacher
- do not forward the meeting invite to anyone
- if a sign in occurs from an e-mail address that isn't listed, access will not be granted. Teaching staff will have prior knowledge of all permitted e-mail addresses before a live session begins.
- children/parents must only communicate with the teacher/member of staff, not with each other, unless asked to do so by the member of staff
- do not record, screenshot or copy any information, messages, tasks, or posts and/or share on any social media/any other platform and/or use for any other purpose than that intended