Remote Learning Policy

Sept 2021

To be reviewed Sept 2022

Introduction

The Covid-19 lockdown has forced schools and professionals to migrate to new remote learning and support strategies at short notice. While many have successfully shifted to digital delivery, their ability to do so has been complicated by variable access to online services for many families and safeguarding requirements across the multiple platforms available.

Remote learning offers an opportunity for ongoing teacher presence in a child's education. Teachers can actively engage with their students through different forms of dialogue, activities and assessment, and through meaningful contact (where possible) with pupils and parents. These forms of engagement are also critical for safeguarding, especially for vulnerable children.

This policy provides rules and guidelines for staff and students when teaching, working and learning from home/remotely and aims to help future proof the school's remote learning provision.

Learning outside of school raises some data security and online safety issues and will also help set expectations around conduct and behaviour while working online away from school.

1. Access to devices and connectivity

Remote Learning at Penpol is centred around the premise that not all families have access to devices or reliable internet connection.

- All learning, during home learning periods, will be uploaded daily to our daily learning portal which will cover all the learning in all the year groups.
- Assemblies, videos from staff, recommended websites and instructional videos will be uploaded to support parents/children.
- Showbie will be used from Yr1 to Yr6 as a learning platform.
- Tapestry will be used in Reception.
- Tech support is available through a dedicated email address accessed through the portal.
- All classes will have additional anonymous emails assigned to them so staff and parents can communicate freely.
- Get Help with technology Programme will allow the school to have delivery of laptops and ipads which can support families accessing remote learning from home.
- Families can also access devices we have in school which can be delivered.
- Families can be provided with WIFI dongles in order to have free internet access.
- Paper based learning packs will be available for families and can be delivered to their houses or an arranged collection time.
- All learning activities will be able to be completed without access to digital devices.

2. Device/account Security

- Staff should use school-owned devices over personal devices wherever possible.
- Leaders should ensure clear expectations are in place in relation to safeguarding and data security if staff are allowed to use personal devices.
- If using a personal device for school work you should abide by all school ICT policies including the Acceptable Use Agreement and Data Protection Policy. The data policy is in line with the EU General Data Protection Regulations (GDPR) which came into force on 20 May 2018.

- If you leave your home desk, lock your screen.

- Connect to your secure home WiFi and make sure your home WiFi access point has a strong password.
- Make sure that all your devices and applications are kept up to date. Update all apps (and your device's operating system) whenever you're prompted. It will add new features and immediately improve your security.

3. Data Security

Schools should continue to follow the guidance outlined in their Data protection and GDPR Policies when managing personal data and need to consider:

- **Personal Data** - taking care not to share contact details when emailing multiple people.
- Being careful when sharing usernames and other personal data for access to online resources.
- Staff members who are accessing families' contact details at home should ensure they comply with the school data protection expectations.
- **Printing**- If you print something at home or in a coworking space, make sure you don't leave it open on the desk so everyone can see (if it contains confidential business information)
- Make sure you don't just throw the paper in the bin but shred it.

  Phones-If you need to make a phone call from home, change the settings in your phone so that your personal number will not be displayed on the recipient's phone. Instead, it should display 'private number'. Staff should keep records of dates/times of any calls.

- **Posting videos online**- consider Privacy settings before posting video content – (e.g. YouTube has a variety of settings (Public, Unlisted, Private, Comments Allowed/Not Allowed) that will determine who can see and comment on the video).

4. Using video conferencing platforms to teach and learn

School approved and managed systems should be the default approach where possible. These are Showbie, Goggle Meet and Zoom (staff use only) and Teams.

- Practice first - test the service before making (or joining) your first call. Most services have a 'test' function to ensure your microphone and camera work correctly, and that your internet connection is fast enough. You can also use the test function to learn how the service works. <u>As a minimum, make sure you know how to mute your microphone and turn off the camera.</u> This will give you more control over what you share with others.
- Make sure you understand what features are available. Many services allow you to record the call, share files, or show what is on somebody's screen. Find out how to tell if the call is being recorded, what exactly is recorded (audio, pictures, messages), and who can access the recordings. There may also be additional controls to manage who can join the call.
- Consider if the system includes an online chat feature, and if this can be moderated (to prevent inappropriate messages being sent during a call).

Setting Behaviour Expectations

- Staff should model safe practice and manage behaviour online during remote sessions as they would in the classroom. See existing behaviour policy
- All participants are expected to behave in line with existing school/setting policies and expectations. Examples could include:
    - Appropriate language will be used by all attendees.
    - Staff will not take or record images for their own personal use.
    - Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.
- Staff should remind attendees of behaviour expectations at the start of the session.
- When sharing videos or on a video call
    - wear appropriate dress.
    - ensure backgrounds of videos are neutral (blurred if possible).
    - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
- Educational resources will be used or shared in line with our existing teaching and learning policies.
- If staff are involved in a video call with a particular pupil, parents have to be part of the call.

School policies to link with

Acceptable Use Agreement and Data Protection Policy

Online Safety Policy

5. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to SLT
- Issues with IT – talk to Network Manager
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – talk to the data protection officer (DPO) Jono Peck
- Concerns about safeguarding – talk to the Designated Safeguarding Leads (DSL) Chris Chislett, Tiffany Pope and Jono Peck