

## **PROTOCOLS FOR ONLINE LEARNING – JANUARY 2021**

It should be acknowledged that there is a shared commitment to ensure a continuity of education provision during a period of school full/part closure and into the new session where a “blended approach” or a full “online delivery” approach will be required. As this will be for many a new teaching approach these protocols should be subject to review and refinement as circumstances change or experience informs us on best practice.

These platforms can also be used to extend opportunities across communities for pupils at any time.

Online delivery is used to provide learning opportunities. It is acknowledged that variances in the type of online delivery will occur due to developing experiences and proficiency.

Whilst teachers will be required to teach online within the new approaches, they must be provided with support and training to perform this role.

Teachers will be expected to use online learning approaches, following appropriate training. To ensure teachers are both comfortable and skilled in the use of online technology, continued support must be made available to staff to ensure developing proficiency.

In the context of home learning, online learning delivery should be treated as if it were a normal in-school lesson as far as possible with the same level of expectations and responsibilities for all.

### **EXPECTATIONS**

- Online protocols (as outlined below) are clear and shared with all staff, pupils and parents.
- Within any online approach the number of pupils in a class should be in line with SNCT agreements on class sizing maxima.
- Clear line management arrangements are in place to support staff with any IT, support related issues and behavioural issues arising in online classes.
- Appropriate technology and support should be available
- Line manager / peer support must be available to support colleagues with developing new experiences in online delivery.
- Online learning will not involve one-to-one contact with pupils, unless previously agreed with the line manager.
- Online delivery should not lead to a teacher exceeding their agreed class contact time as per the SNCT Agreement
- Where this practice educationally disadvantages those students who do not have access to relevant technology other additional means are in place (for example, recorded lessons or learning packs to be sent home).
- Individual pupil support for online lessons will be provided as appropriate and where possible.
- Staff should be mindful of the fact that pupils may find it difficult to concentrate for extended periods of time and should be set a range of appropriate and varied tasks to complete independently.
- Parents should appreciate that school staff are also working from home and have competing demands on their time.

- Understanding and patience to be given to staff whilst awaiting an online reply to a question or return of work.
- For the security of all pupils and staff, parental involvement in online learning should be limited to only supporting their child to attend an online lesson. For example, parents should not intervene during an online lesson.
- Staff will report inappropriate online conduct by pupils and/or parents to their line manager for appropriate action.

#### **GUIDANCE ON THE USE AND MANAGEMENT OF ONLINE LEARNING.**

- Teachers must follow GTCS Guidance on Online Learning.
- Teachers must remember to be professional at all times and act in accordance with the GTCS Code of Professionalism and Conduct policy.
- Teachers should be aware that nothing that is shared online is private.
- Teachers must use a secure professional online account, for example, GLOW. Teachers must not use their personal online accounts.
- Pupils should only access online lessons using their Glow account (\*temporary adjustments can be made in the event of IT failure; provided it is clear which pupil is logged on from personal account).
- Where lessons are being streamed or video recorded for sharing as saved digital files with pupils, teachers should take all appropriate measures to protect their personal privacy and safeguard their professionalism, for example, by ensuring neutral backgrounds and appropriate dress.
- Lessons delivered via online can be recorded but the recording MUST stay within Glow (Google Drive / Classroom) files. Ideally, recorded lessons should be edited and only the relevant and appropriate parts of the lesson should be saved within Glow.
- The preparation of materials and training time should be agreed through the Working Time Agreement discussions.
- The technology being used will allow teachers to mute their microphones and those of pupil participants, or to remove pupils from the session.
- Online learning will not result in additional marking, planning and assessment-related burdens.
- No requirement has been placed on staff to provide or purchase their own equipment to support online learning.
- No requirement will be placed on staff to pay for their own training.
- Online learning will not normally be monitored for the purposes of performance management/appraisal unless online learning is the normal mode of delivery and/or as part of an agreed evaluation process.
- Online learning can be used as part of peer observation but must be agreed by the participating members of staff.