2021

STEPPS PRIMARY: REMOTE LEARNING ACCEPTABLE USE POLICY

Introduction and Scope

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in the event that normal lessons are unable to be delivered 'face-to-face' as normal. Situations where this policy may apply include:

• Closure of a bubble, partial school closure or whole school closure.

• Pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well.

This policy does not apply in situations such as:

• Pupils who are absent from school without prior authorisation from the school, e.g. a family holiday taken in term time.

• A parental decision to keep children at home as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health.

Who is the policy applicable to?

Every child is expected to attend school when it is fully open. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

• a new continuous cough

• a high temperature

• a loss of, or change in, your normal sense of taste or smell (anosmia)

• have had access to a test and this has returned a positive result for Covid-19.

This policy is intended to outline expectations for pupils who are isolating individually or in the event of a class bubble/partial/whole school closure.

Remote learning for pupils

We will provide links to appropriate remote learning for pupils that are not able to attend school so that no-one need fall behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. We are fully aware that these are exceptional times and realise that the circumstances that cause pupils to isolate or class bubbles/school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

• Parents may be trying to work from home so access to technology as a family may be limited;
• Parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards exam accreditation;
• Teachers may be trying to manage their home situation and the learning of their own children;
• Systems may not always function as they should.

STEPPS PRIMARY & NURSERY CLASS
REMOTE LEARNING ACCEPTABLE USE POLICY

Teachers will:

1. Ensure that they are logged in to Teams when delivering a lesson to have full access to the management console.

2. Discuss roles and responsibilities with pupils at the outset of delivery.

3. Be punctual at the beginning and end of each lesson.

4. Notify all pupils/parents and schools of any cancelled classes or change in arrangements.

5. Use background effects if you feel the room is distracting.

6. Create an online file storage area for each course -this will contain all the information pupils need for each lesson.

7. Set up a protocol for labelling of files for pupils.

8. Discuss a virtual lesson with their line manager afterwards. Sharing any concerns and issues.

9. Remove a young person from the lesson if their behaviour is inappropriate and as above, share with their line manager.

10. Only communicate with the young people through Glow and Teams.

11. Ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection.

12. Staff and parents should communicate via email or telephone.

Pupils will:

1. Only use their GLOW email address for class communication.

2. Ensure that they do not share their Glow username and password with anyone else.

3. Be punctual for all lessons.

4. Dress appropriately for any online lesson.

5. Have an understanding that behaviour and remote learning will be discussed with schools and should your behaviour be inappropriate you will be removed from the learning.

6. Follow the guidelines set by the class teacher.

7. Face the laptop camera during learning and use an appropriate background effect.

8. When speaking in class use the chat feature and or hands up as directed by the teacher.

9. Show respect for everyone in the online classroom.

10. Seek to contribute to the class in a positive manner and not be disruptive at any time.

11. Ensure that your mobile phone is switched off for the period of live learning.

12. Access the files for each lesson in advance and have the materials to hand.

13. Make sure that you have everything you need for the lesson.

14. Use headphones wherever possible in order to have the best possible sound quality and to enhance the privacy of the dialogue between the pupils and teachers.

15. Ensure the location you log in from is appropriate, i.e. give consideration to background, camera angle, privacy etc.

16. **You do not have permission to screen shot or film any virtual leaning. Doing so will result in further actions being taken by schools.**

Parents/carers should:

1. Support their child accessing Glow, if required.

2. Remember that their child's Glow account should not be used by anyone, apart form their child. Parents/carers should not use their child's Glow account to communicate with other parents/carers or pupils. This can result in your child's account being disabled.

3. Ensure their child is appropriately dressed for sessions.

4. Ensure that their child has all the resources required to participate in any real time lessons scheduled.

5. Ensure that their child attends the real time lesson in an appropriate part of the house taking into account background noise.

6. **Ensure other family members are out of camera shot if the video function is being used and do not contribute to the live lesson**.

7. **Ensure that communication with staff follows usual procedures and channels and does not take place during a real time lesson.**