



Remote Learning Policy

Approved by: School Committee **Date:** 23rd November 2020

Signed by: (Chair)

Last reviewed on: November 2020

Next review due by: Autumn 2021

Acceptable Use Policy (AUP) for Remote Learning and Online Communication

This policy has been informed by the following information and guidance
Information and guidance regarding remote learning during Covid-19:

- DfE '[Safeguarding and remote education during coronavirus \(COVID-19\)](#)'
- The Education People: '[Safer remote learning during Covid-19: Information for School Leaders and DSLs](#)'
- SWGfL: [Safer Remote Learning](#)
- LGfL: [Coronavirus Safeguarding Guidance](#)
- NSPCC: [Undertaking remote teaching safely](#)
- Safer Recruitment Consortium: '[Guidance for safer working practice for those working with children and young people in education settings Addendum](#)' April 2020
- Parent / Carer Acceptable Use Policy & Agreement (Croft 2018)
- Online Safety Policy (June 2020) Federation document need hyperlink here

Additional information and guides on specific platforms can be found at:

- <https://coronavirus.lgfl.net/safeguarding>
- <https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/>

Leadership Oversight and Approval

Remote learning will only take place using either Zoom, Seesaw or Microsoft Teams. These platforms have been assessed and approved by Senior Leadership Team (SLT) within each of the schools of the North & South West Durham Learning Federation.

1. Staff will only use school managed or specific, approved professional accounts with learners and/or parents/carers. Pupils registered Durham County Council email accounts may also be used.
 - 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 Ms Benson (Evergreen), Mrs Crawford (The Oaks) and Ms Elcock (Croft), Designated Safeguarding Leads (DSL).
 - Staff will use school provided equipment where possible e.g. a school/setting laptop, tablet or other mobile device. If this is not possible clear expectations are in place in relation to safeguarding and data security when using personal devices e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc. For further information, refer to the Staff code of Conduct and the Safer Internet Use Policy
2. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - Between 9.00 and 3.30

3. All remote lessons or communications will be formally timetabled; a member of SLT, DSL and/or head of department is able to drop in to sessions at any time. Staff must ensure that a member of the SLT is informed of the times and dates of the contacts, as well as participants. This needs to be recorded on the Remote Learning and online communication template.
4. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher or member of the SLT. This should also be recorded on the template with reference to time/date and participants.

Data Protection and Security

5. Any personal data used by staff and captured by Microsoft Teams, Seesaw or Zoom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy. Staff will need to ensure that they are using DCC work emails and using bcc to email multiple users from said DCC email address. They must ensure protocols are followed using the guidance outlined in the data policy.
6. All remote learning and any other online communication will take place in line with current Federation confidentiality expectations as outlined in policy.

Staff should

- communicate with pupils, parents and carers within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through school channels approved by the senior leadership team i.e. use of school email, school phone or personal phone, blocking the number before contact.
- use school email accounts (not personal ones)
 - Sit against a neutral background
 - Avoid recording in bedrooms where possible (if that's not possible, use a neutral background)
 - Dress appropriately
 - Double check that any other tabs open in the browser are appropriate for a child to see, if they're sharing the screen.
 - Use professional language
 - Make sure parents, carers and children understand the benefits and risks of online lessons and get written consent for children to be involved. Participants should have signed the Acceptable use policy and agreement.
 - Remind staff and students of Acceptable Use – this guidance will still apply.
 - Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.
 - Make a recording so there's something to go back to later if needed and keep a log of who's doing video calls and when.
 - Check that parents are aware and give consent before beginning recording – tell them it's for school records only.
 - use school devices over personal devices wherever possible
 - not share personal information
 - take care not to share contact details when emailing multiple people

- be careful when sharing usernames and other personal data for access to online resources
 - provide access to school data systems safely
7. As always, staff shouldn't communicate with parents or pupils outside school channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).
If you have expectations with parents already about contacting staff and when they'll get replies, remind them about these. Similarly, remember expectations you've already set in your code of conduct for communicating with pupils and parents, and staff-pupil relationships
8. All participants will be made aware that Teams, Seesaw and Zoom can record activity. Consent from those involved in the session is required if settings are recording activity. These recordings will be stored, in line with your existing data protection policy.
9. Access to Microsoft Teams and Zoom will be managed in line with current IT security expectations as outlined in safe internet policy.

Session Management

Staff will record the length, time, date and attendance of any sessions held. This will be recorded on the remote learning and online communication document available in the Covid 19 file on 365.

10. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
- Detailing specifics according to the system being used e.g. language filters, disabling/limiting chat, staff not permitting learners to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.
11. When live streaming with learners:
- contact will be made via learners' DCC provided email accounts and/or school login and email addresses. or
 - contact will be made via a parents/carer account.
 - staff will mute/disable learners' videos and microphones depending upon the remote learning tool being used
 - at least 2 members of staff will be present at all times.
12. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend. This should include a member of the SLT.
- Access links should not be made public or shared by participants.
 - Learners and/or parents/carers should not forward or share access links.
 - 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.
 - Learners will be 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.

Behaviour Expectations

13. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
14. All participants are expected to behave in line with existing school/setting policies and expectations. This includes:
 - Appropriate language being used by all attendees.
 - Staff not taking or recording 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.
15. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
16. When sharing videos and/or live streaming, participants are required to:
 - 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.
17. 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

18. Participants are encouraged to report concerns during remote and live streamed sessions:
 - Concerns could be reported to the member of staff running the session in the first instance. These concerns should then be forwarded to the Safeguarding Lead following the usual school Safeguarding or Complaints procedures. Pupils may also prefer to tell a parent or carer about any concerns which can then be forwarded to school following the Safeguarding policy.
19. 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 a member of the SLT.
20. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
 - Sanctions for deliberate misuse may include: School sanctions, restricting/removing use, contacting police if a criminal offence has been committed.
21. Any safeguarding concerns will be reported to the individual school Designated Safeguarding Lead, in line with child protection policy.

I have read and understood the <school/setting name> Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....