Remote Learning Policy

Approved by:	Date: October 2020
Last reviewed on:	
Next review due by:	

Contents

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils who aren't in school

> Set out expectations for all members of the school community with regards to remote learning

> Provide appropriate guidelines for data protection

2. Roles and responsibilities

The following sections outline the roles and responsibilities across the school.

2.1 Teachers

When providing remote learning, teachers must follow the details in the school's Remote Learning Plan.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for adhering to the appropriate stage of the school's remote learning plan for each of the classes they teach.

The Principal will communicate to all teaching staff which stage of the plan must be followed.

In particular teachers should follow the guidance laid out in section 4.4 regarding the use of Microsoft Teams and other file sharing platforms.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual working hours based around the school timetable.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely:

  o Communicating with pupils and parents.

  o Delivering support/intervention sessions on Microsoft Teams based on their timetable.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Ensuring that the correct stage of the remote learning plan is followed by teachers in their teams.

> Working with teachers teaching their subject remotely to make sure all work set is in line with the normal curriculum coverage.

> Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Ensuring students, staff and pupils are clear about the school's remote learning plan.

> Monitoring student engagement with remote learning, through Teams data, teacher and student feedback

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

- The application of the school's Child Protection & Safeguarding Policy.

- In addition please refer to **Annex 5** for details of safeguarding arrangements during the COVID crisis.

2.6 IT staff

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> Helping staff and parents with any technical issues they're experiencing.

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

> Assisting pupils and parents with accessing the internet or devices.

2.7 Pupil Expectations

Staff can expect pupils learning remotely to:

> Adhere to the pupil expectations at each stage of the Remote Learning Plan.

Staff can expect parents with children learning remotely to:

> Make the school aware if their child is sick or otherwise can't complete work

> Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

> Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

> Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

> Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. 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 the relevant tutor.

> Issues with IT – talk to IT support.

> Issues with their own workload or wellbeing – talk to their line manager.

> Concerns about data protection – talk to the data protection officer, TWI.

> Concerns about safeguarding – talk to the DSL or Deputy DSL.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

> Use a school laptop rather than a personal device.

> Can access the school network via the VPN (Virtual Private Network).

> Use Microsoft Teams to set work for pupils.

> Only use Microsoft Teams and school emails to communicate with pupils.

4.2 Processing personal data

Staff members should not need to collect and/or share personal data as part of the remote learning system and staff are reminded to collect and/or share as little personal data as possible online.

Where it is necessary to collect personal data for the school's official functions, individuals won't need to give permission for this to happen. If in any doubt staff should contact the school's GDPR leads, Mr T Wise and Mr S Wade.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

> Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).

> Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.

> Making sure the device locks if left inactive for a period of time.

> Not sharing the device among family or friends.

> Installing antivirus and anti-spyware software.

> Keeping operating systems up to date.

4.4 Use of Microsoft Teams and other file sharing platforms

Staff members should ensure that the following advice is followed when using file sharing platforms, especially when creating/sharing videos:

> The Remote Learning Plan outlines the school's approach to home learning for pupils, parents and staff.

> The principal will determine which cohorts are at which tier of the plan and communicate this to pupils, parents and staff.

> Pupils need to follow the school's core rules and the IT acceptable usage policy when utilising online platforms.

> Class teachers are responsible for monitoring pupils' appropriate use of online platforms and should inform parents of any missed work or poor behaviour.

> All work will be communicated through Microsoft Teams, this may include links to other approved websites. A guide for pupils is located here.

> All videos created by staff should only be uploaded to Microsoft Teams and no other platforms. Staff are responsible for the quality and suitability of the content shared. Staff should consider their locations carefully when recording (e.g. avoid areas with background noise, nothing inappropriate in the background)

> Staff may choose to broadcast live lessons, although this is not the institutional expectation. If working from home staff, parents and pupils should make sure that the environment is suitable for live video.

> If staff record video footage of themselves they should be dressed according to the school dress code.

5. Safeguarding

Please refer to **Annex 5** of the [Child Protection & Safeguarding Policy](#) for details of safeguarding arrangements during the COVID crisis.

6. Monitoring arrangements

This policy will be reviewed annually by Mr T Wise, Vice Principal. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

> Behaviour policy
> Child protection policy and coronavirus addendum to our child protection policy
> Data protection policy and privacy notices
> Home-school agreement
> ICT and internet acceptable use policy
> Online safety policy