



# Online Learning Policy

2022-2023

**At Rossington St Michael's our vision is that all feel welcomed, accepted, achieve and feel loved.**

## **Introduction**

If school needs to be closed for an extended period, there will be some necessary steps to consider in order to provide continued education for pupils. Safeguarding, child protection and GDPR (General Data Protection Regulations) are at the forefront of planning for this time.

## **Safeguarding**

- If staff use their personal devices, they will need to seek permission from the headteacher.
- No pupil information should be downloaded and kept on personal devices after the completion of the session.
- Staff must not use social media apps with pupils.
- Staff should not set up their own systems of communication with pupils. The method chosen by the school and should be approved by the Headteacher.
- Where staff are using personal devices, ensure there is no direct contact with pupils without the express permission of the headteacher.
- All parental email correspondence takes place through [enquiries@smp.dsat.education](mailto:enquiries@smp.dsat.education). Parents and carers who work out staff email addresses based on this one will be replied to through the office email with a polite reminder to only use this address.
- If pupils are being asked to share photos of their work with their teacher the teacher should remind them about key messages around online safety and the school's usual policy around photographs should apply.
- Where live /video lessons are used (such as Microsoft Teams/Zoom) consideration should be made to items behind the teacher, if filmed at home.
- Teachers and pupils should be appropriately dressed and in a living space, i.e. not a bedroom.
- Ensure there are no items, book titles etc. which would be inappropriate to appear on screen. Consider other staff family members and their attire/appropriate language etc. work in a room where you will not be disturbed and no family members will walk past your screen.
- In addition, keep any clips as short as possible. Pupils are unlikely to focus on a recorded lesson of 20 mins or more.
- School should not use WhatsApp or Facebook Messenger etc. for video calling/conferencing. These would require sharing of personal mobile numbers or Facebook accounts with pupils which may lead to safeguarding concerns.
- Staff should only use generic school-based accounts and apps to communicate with pupils. Under no circumstances should they use their personal accounts for this work.
- If you are holding video conferencing live sessions with **pupils of any age**, this must be with parental permission and with the approval of the Headteacher. It is good practice to have at least two adults in the conference at any one time.
- For one-to-one sessions (e.g. music tuition), staff must have the express permission of the headteacher and parent.
- Parental permission should take the form of a virtual hello at the start of the session and a virtual goodbye at the end of the session. There is no need for the parent to be present for the whole of the session.
- Background noise interference can be removed by muting microphones for all but the current speaker.
- Further guidance for children on online etiquette is via the guidance below.

## **GDPR**

- Data protection is vital. Ensure staff log out of their devices securely, especially if working on shared devices or in shared workspaces with family members.
- Any data breaches must be referred to the headteacher immediately.

## **Work Life Balance**

- No staff member at Rossington St Michael's CE Primary School is expected to correspond with a parent outside working hours (Monday – Friday term time 8.30am -4:30pm). Where staff feel the issue is urgent they will refer to the senior leadership team, who will make the decision regarding action out of working hours. Where carers are persistent, referral to headteacher will be made for action.

## Parent and Pupil Zoom Acceptable Use Policy

In order to create a safe environment for pupils and staff when taking part in Zoom teaching sessions, the following considerations must be observed:

1. By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Zoom is only to be accessed by a device in a communal family space.
3. Follow the etiquette as though this were an actual classroom- please do not engage your child in conversation during the lessons, please remove other distractions such as pets and noisy objects, please ensure that children remain seated during the lesson and not get up and walk around during the teaching.
4. It should ideally be supervised by adult to deal with any technical difficulties.
5. Attendees should be dressed appropriately.
6. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
7. Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
8. The Zoom meeting will be recorded by the hosting teacher and stored inline with the school GDPR and ICT policy.
9. The Zoom meeting will be locked by teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access even with meeting ID.
10. For participants some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
11. Lastly the same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.