



Online Safety Newsletter:

Autumn Term 2020 1

Blended Learning at Archbishop Temple School

Welcome to the first edition of the Archbishop Temple School Online Safety Newsletter for the new school year 2020 – 21. The number of schools in England sending home groups of pupils because of COVID-19 has quadrupled in a week, according to the latest figures. This means that over one million children were off school last Thursday, whether from COVID-related or other reasons, with more pupils missing from secondary than primary as reported via the Safer Schools App Safety Hub.

Here at Archbishop Temple School we are working to enhance our Blended Learning Model approach via the use of the Teams platform included in the Office 365 package that pupils and staff already use. Many teachers are trying out a variety of ways to deliver lessons using Teams to pupils who are at home, so that their education is not impeded.

To ensure that pupils and staff are able to make full use of the Teams Blended Learning approach, I have included below the Acceptable Use Policy for the use of Teams for Live Lessons during the COVID-19 pandemic. This will enable you as parents/carers to help support your child and their learning during this time.

Acceptable Use Policy for Live Lessons

Teachers

1. Teachers will host live lessons using Teams where and when they find this will enhance the learning experience for the students.
2. Teachers will book the live lesson using the calendar in Teams on the Monday of the week of the lesson, the date and time will also be included in the task set on Firefly for that group.
3. Teachers will be dressed appropriately and remain professional throughout the video.
4. Teachers will ensure no other family members are on view of the camera.
5. When conducting a live lesson from the teacher's home, teachers will ensure they conduct all videoing with a plain background. If this is not possible then video must be turned off. Use of virtual backgrounds may only be used if there is a plain wall behind to avoid any unfortunate intrusion of the teacher's home i.e. hacking or equipment failure.
6. Teachers must ensure that the option to block incoming video has been selected prior to pupils joining the live lesson
7. Teachers will not conduct live lessons with students outside the hours of 8.55am to 3.20pm.
8. All videos will be recorded for safeguarding purposes. These are stored automatically on the school's Stream account.
9. Live lesson recording must not be downloaded to personal equipment.



Calculator#

Age rating (17+)

Apple rate Calculator – as 17+ and Google Play urge 'parental guidance'.

The Apple stores description of this App is 'Hide and protect your secrets'.

This App allows users hide and protect photos, video, passwords, documents and secure notes. It is very deceptive and its disguised design makes it impossible for hackers and other users from discovering hidden data.

There are a number of these types of applications that hide themselves behind some kind of Calculator App image often with a curl on the bottom corner, they are certainly one to watch out for on children's mobile devices.

10. No video lessons will be one-to-one. If only one student turns up for the meeting and no one else arrives, end the video. A ratio of 1:5 (teacher:student) is required for the lesson to take place, pupils should accept the live lesson invite prior to the lesson commencing.

Students

1. Teachers will only conduct live lessons with students within the hours of 8.55am to 3.20pm.
2. Pupils must not attempt to switch on their web cam/cameras.
3. Pupils must remain on mute until invited to speak.
4. Pupils should be ready and waiting at the starting time of the lesson – this means work out ready, with writing equipment ready, to receive the call via Teams. Look at the Firefly Task in advance.
5. Pupils are prohibited from recording or capturing/screen grabbing content from the video call.
6. Pupils should remain in a public part of their house wherever possible.
7. Devices should not be used in the bathroom or anywhere in the house your parents do not give permission.
8. Pupils may have their school Microsoft Accounts suspended temporarily if they behave inappropriately.

9. Pupils must accept the live lesson Teams invite prior to the lesson beginning.

Parents

1. Parents/carers should ensure their child is appropriately dressed for sessions.
2. Parents/carers should ensure that their child is aware of the need to behave in a session delivered by video link in the same way as if they were in school with the member of staff. If a student is behaving inappropriately, we may suspend their school Microsoft account temporarily.
3. Parents/carers should ensure other household members do not contribute to the live lesson.
4. Parents/carers should ensure their child understands the expectations of how the live lesson will be conducted.
5. Make sure that your child knows their login details and has all relevant equipment set up, so that they are ready to go at the appointed time.

Guidance and support for Parents and Carers

Please let them have some privacy. They need to be able to participate without worrying about you overhearing them, so let them set up in a location that gives them some latitude.

Plug in and close all other tabs: Video-conferencing uses a lot of machine power. It's a good idea to keep devices plugged into the mains power.

Don't take devices into the bathroom: Just as with regular school, students should go to the bathroom before class. If there's an emergency, ensure that the microphone is muted.

Be respectful of others: As in the classroom we expect our students to be courteous to the teacher and to others. Impress upon them the fact that this is an unusual time for everyone, and appropriate behaviour should be maintained at all times.

Live lessons will be recorded by the teacher delivering the lesson and these recordings will be stored on Streams.

Further support

Mrs McLean is available via email at h.mclean@archbishoptemple.com for further help and advice should you require any assistance outside of school.