



Mayfield School

# Remote/online Learning Guidelines

Believe. Achieve. Succeed.

Respectful, Resourceful, Responsible, Reflective, Resilient, Ready

## Our School Vision

Our vision is to create a family ethos that raises aspirations and makes a real difference to the life chances of our young people.

## Our mission

All stakeholders, together, will create an environment of respect and inclusion where all young people are valued, supported, inspired and future ready.

<b>Approved by:</b> Andy Tite (Assistant Headteacher)	<b>Date:</b> 22 <sup>nd</sup> October 2022
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<b>Last reviewed:</b> October 2022	<b>Next review due:</b> October 2023

## Introduction

These guidelines are designed to support safe working for pupils and staff when delivering virtual lessons through Microsoft Teams. Mayfield School is committed to safeguarding and it is important that all participants in online learning read and observe these guidelines.

### For pupils:

Online learning is a formal opportunity to learn away from the Mayfield School site, as such:

- Uniform must be worn (white shirt and tie) – blazers are optional,
- Ensure your computer is on a suitable surface – for example a desk or table, to allow you to engage with the learning, make any notes and complete any work,
- Sit on a comfortable chair that allows you to sit straight with good posture and protect your back,
- Use a keyboard and mouse (if possible),
- Cameras must be turned on,
- Microphones must be turned on (although this may be muted by the teacher if desired),
- Sensible use of chat functions,
- Remember formal use of language and follow the 6Rs (Respect, Resilience, Resourceful, Responsibility, Reflective, Ready)

If you feel you need support with your online learning, please email your Head of House (senior).

### For staff:

- Dress code is formal (shirt and tie/business appropriate etc) – jackets are optional (please refer to the school code of conduct),
- In order to protect yourselves, please have a plain, or blurred background if possible,
- For GDPR reasons, please be careful when sharing your screen e.g. not email or documents with other adult (or pupils') contact details etc. on it,
- Feel free to mute students and use the chat, if appropriate,
- If you have concerns please follow the school's safeguarding procedures,
- Use Microsoft Teams for conducting the meeting – you can record your sessions for your protection, please notify the pupil if you are doing so.

If you have any questions about online learning, please contact the school.

## Online safety policy

Online safety and the school's approach to it is reflected in the school's safeguarding and child protection policy which, amongst other things, includes appropriate filtering and monitoring on school devices and school networks. The school recognises the fact many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 3G, 4G and 5G). This access means some children, whilst at school, sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (often via large chat groups) and view and share pornography and other harmful content. At Mayfield, we have carefully considered how this is managed on our premises.

### **Safeguarding children and teachers online (Refer to the Child Protection & Safeguarding Policy: Section 8)**

Keeping children and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the school's code of conduct will apply.

The school will adhere to the guidance as set out in the DfE [Providing remote education: non-statutory guidance for schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/601c9404-48d4-4926-8f1e-9d91585e3956) and Keeping children safe in Education.

At Mayfield, we will use this guidance in circumstances where it might not be possible for pupils to receive in person education and therefore children may be learning both online and in the classroom. These circumstances are;

- School closures or restrictions on attendance, where school access for pupils is restricted
- Individual cases where a pupil is unable to attend school but is able to learn

It will be communicated to parents and carers about what their children are being asked to do online, including the sites they will be asked to access as well as who from the school their child will be interacting with online.

Guidance to support schools and colleges understand how to help keep pupils, students and staff safe whilst learning remotely can be found at Safeguarding and remote education - GOV.UK ([www.gov.uk](http://www.gov.uk)) and Providing remote education: guidance for schools - GOV.UK ([www.gov.uk](http://www.gov.uk)). The NSPCC also provide helpful advice - Undertaking remote teaching safely.

If pupils are remote/online learning, parents and carers must be made aware of what their children are being asked to do online, including the sites they will be asked to access. It is important to inform parents/carers who from school (if anyone) their child is going to be interacting with online.

### **Filtering and monitoring**

Whilst considering our responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn. We are doing all that we reasonably can to limit children's exposure to the risks from the school's IT system. Therefore, appropriate filtering and monitoring systems are in place and their effectiveness regularly reviewed.

At Mayfield, we use RM Safety Net for our filtering system. [filtering-guide.pdf \(rm.com\)](#)

Our filtering system blocks internet access to harmful sites and inappropriate content. It does not:

- unreasonably impact teaching and learning or school administration
- restrict students from learning how to assess and manage risk themselves

At Mayfield, we use DNA as a monitoring system. [NetSupport DNA - School IT Management with Online Safety](#)

The staff who have access to DNA and who can see both students and staff DNA alerts are;

- Mark Cathie – DSL for seniors/Senior Deputy Head of Seniors
- Richard Clark-Lyons and Andy Tite (Assistant Headteachers)
- Michael Godfrey - Assistant Quality Leader of Computing and Business Studies
- The IT Technicians

If you have any concerns whilst providing remote learning (either assigning tasks or delivering remote education), Please speak to Andy Tite (Assistant Headteacher in Seniors for Progress and Outcomes) or Charly Ainsworth (Deputy Headteacher in Primary).

All safeguarding concerns must follow the school's Child Protection and Safeguarding Policy and refer to the DSLs)