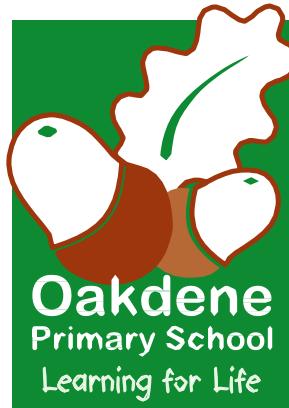


# OAKDENE PRIMARY SCHOOL

## REMOTE & HOME LEARNING POLICY



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<b>Document History</b>	
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# OAKDENE PRIMARY SCHOOL

## REMOTE & HOME LEARNING POLICY

### Introduction

At Oakdene Primary School, we have produced the following policy guidance in continuing to provide education via remote learning for our children, due to the current COVID-19 Pandemic.

Our expectations of children, staff, and parents/carers are clearly described in the detail below in order to ensure that, everyone understands that the safeguarding and well-being of our children in receiving a full and thorough education remains paramount.

**Please ensure that you have read the Policy in full and the subsequent consent forms are signed and returned to school.**

### Aim

The aim of this policy is to describe the use of live streaming applications by schools.

Live streaming **can be (is being)** used in the event of an adult or child becoming unwell with Covid-19 meaning a 'bubble' at school must self-isolate and work must be undertaken remotely at home or in the case of a school or national lockdown. This policy will explain the application we as a school have chosen, how it will be used safely and the expectations of all those who use the application will also be made clear.

### Application

**Remove - The following links are to the most commonly used streaming services. There are many other streaming services and apps available online. If your school chooses one of these it will be up to your school network manager or chosen member of staff to ensure the relevant functions within the app are available and suitable for your school's purpose.**

At **Oakdene Primary School** we have decided to use **Microsoft Teams**. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider.

Microsoft Teams– Remove - **Most Schools will use the following most popular applications. Please insert your chosen option and link.**

<https://bit.ly/30MNI9X> - Full guidance and joining instructions for Microsoft Teams

The Application has a number of functions to it. As a school we have chosen to disable the following functions:

**Chat function unless through the hosting teacher for moderation.**

All users to be able to share using the share button. – Share must only be used by the teacher leading the 'meeting'.

This is to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used through the application on these functions.

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It is our expectation that as users of the application both children and staff should report any additional problems directly to the Headteacher or Designated Safeguarding Lead around the functionality of this application.

### Live Streaming

Live Streaming will always be carried out *via* the School's ICT system and approved peripheral devices any other access *will* not be authorised.

### Filtering and Monitoring

As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of the application will be heavily monitored by our ICT lead/department to ensure that any inappropriate use or problems are reported and rectified as soon as possible.

**Please ensure that you report any identified issues immediately.**

### Equipment

The functionality off the application will be disabled or enabled by the school/controller/administrator at the source irrespective of using the school's equipment or your own laptop/computer. Whether you are using your own equipment or the school's equipment we will still seek your agreement to follow and adhere to *Oakdene Primary School's 'Acceptable Use Policy'* which *highlights* clear expectations of the use of equipment.

**Please ensure that you sign appropriate consent forms.**

If you require a computer/laptop/I-Pad from school please contact us.

### Expectations of Children

At *Oakdene Primary School* the following expectations are in place and should be signed and agreed by you or your parent/carer on your behalf before any remote learning is provided.

1. I will use the equipment and application safely and appropriately at all times.
2. I will report any issues *or* concerns directly to my parent/teacher/carer/school.
3. I will be available for my log in and lesson between the hours *requested by school*.
4. I will be dressed appropriately.
5. I will turn my web camera on and my microphone on to mute. (As per school decision)
6. I will not record the session or cause it to be recorded.
7. I will seek help from the teacher through *their school email*.
8. I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.

### Expectations of Parents/Carer

At *Oakdene Primary School*, the following expectations are in place and should be signed and agreed by you as a parent/carer before any remote learning is provided.

- I will support my child in using the equipment and application safely and appropriately at all times.

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- I will be available for the supervision of my child and not for observation of the lesson.
- I will not record the session or cause it to be recorded.
- I will not distract, sabotage or detract from my child's learning during the session.
- I will not use the school equipment for any other purpose other than specified lesson time
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

### Expectations of Staff

At **Oakdene Primary School** the following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:

- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- Where possible two members of staff will be on the live streaming at all times.
- I will provide online learning between times **agreed by the school's SLT** **<INSERT TIMES HERE>**
- I will not record the session or if there is a reason **to**, I will notify all parents and pupils of this, the purpose and where the recording or any data will be stored.
- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to Mrs Bramley the Executive Head Teacher and Designated Safeguarding Lead.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.