USWORTH COLLIERY
PRIMARY SCHOOL

Remote and Home Learning Policy

Designated members of staff: Gary Wright, Paula Thomson and Phil Arthur

Chair of Governors: Alison Logan

<u>Remote and Home Learning Policy for Schools</u>

<u>Introduction</u>

At Usworth Colliery Primary we have produced (in conjunction with PG:SF alongside Alan Earl Consultancy) 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 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.

<u>Aim</u>

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

Live streaming 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.

<u>Application</u>

At Usworth Colliery Primary we have decided to use Microsoft Teams for teaching pupils remotely. We have chosen this application, in conjunction with our network provider, because it best meets the needs of our school.

Microsoft Teams - https://bit.ly/30MNl9X - Full guidance and joining instructions for Microsoft Teams

Staff meetings and meetings with external bodies will use one of the following applications depending on the requirements of the meeting.

Zoom (paid for application): https://bit.ly/2SHt4y9 - Full guidance to the use of ZOOM

Google Meet: https://bit.ly/3nvY3LN - Full guidance for Google Meet.

Microsoft Teams - https://bit.ly/30MNl9X - Full guidance and joining instructions for Microsoft Teams

The Applications have a number of functions to them e.g chat function. The teacher will monitor activity and behaviour via the video as they would in a normal lesson.

The teacher is able to monitor and end the video for all users at any point. This is to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used.

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 by the School's Office 365 accounts and any other access with 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 the teacher 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 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 our schools, 'acceptable use' Policy which highlight's clear expectations of the use of equipment. Parent/carers will be asked to sign the 'Acceptable Use Policy' whether they are using a school device at home or their own device. It is the parent/carer's responsibility to ensure they abide by the rules during school hours while learning from home and to ensure there is basic parental controls enabled on their home broadband service

Please ensure that you sign appropriate consent forms.

Expectations of Children

At Usworth Colliery Primary 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.

- I will use the equipment and application safely and appropriately at all times.
- I will report any issues of concerns directly to my parent/teacher/school.
- I will be available for my log in and lesson between its specified hours and I will be dressed appropriately.
- I will turn my web camera on and my microphone on to mute. (As per school decision. Teacher able to mute all.)
- I will not record the session or cause it to be recorded.
- I will seek help from the teacher through the raise a hand function and microphone.
- 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 Usworth Colliery Primary 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.
- 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 than those specified in lesson.
- 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 Usworth Colliery Primary 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 the specified hours of the lesson.
- I will not record the session or if there is a reason too 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 the Head Teacher/Designated Safeguarding Lead.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

This policy should be read in conjunction with the School's:

Child Protection Policy

Staff Behaviour Policy

Acceptable Use Policy

Keeping Children Safe In Education 2020

Useful links and publications:

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

Remote and Home Learning Policy

Usworth Colliery Primary school

Consent Form Parents/Pupils

I agree to comply with the school's acceptable use policy (see below).

I agree to comply with the school's remote and home learning policy (emailed/attached).

I agree to use the application and equipment (either school's or my own) appropriately and safely at all times.

A laptop loan agreement must be completed and signed for separately for the loan of a school laptop (where available and in the case of school/class closure).

Acceptable Use For Pupils

- Pupils must only use their own logins and access/modify their own work.
- ICT equipment must only be used for school purposes.
- The use of external devices and storage from home is prohibited.
- Pupils must only access accounts provided by the school.
- Equipment must be used appropriately at all times (including no use of inappropriate language, cyber-bullying).
- Any issues of concern will be reported directly to a parent/teacher or the school.
- When using remote/online learning, pupils must be dressed appropriately.
- When using remote/online learning, pupils must turn their web cameras on and their microphones onto mute (unless directed otherwise).
- Online learning must not be recorded.
- When using online learning, pupils must not have any other person present during the session, except for a parent/carer who is responsible for their supervision.

Child's Name: …………………………………..   Class: ……………………….

Signature of child…………………………

Parent/Carer Name: ……………….………………

Signature of Person with Parental Responsibility: ……………………………

Date…………………………

<u>Consent Form Staff</u>

I agree to comply with the school's acceptable use policy.

I agree to comply with the school's remote and home learning policy.

I agree to use the application and equipment appropriately and safely at all times.

Staff name: ………………………………………..

Signature: ………………………………………….

Date…………………………….