Online Teaching & Learning/ Acceptable Use Policy

Adapted (April 2020) in light of teachers delivering online lessons due to Covid-19 school closures and in accordance with Department for Education guidance (19/04/20)

All online teaching and learning activity will be conducted in accordance to the same safeguarding standards and behaviour expectations as you would see within a classroom at St Thomas More RC Academy. All staff should familiarise themselves with the existing Acceptable Use Policy. The details of this policy still apply to online learning away from the traditional classroom when employed as teacher of St Thomas More RC Academy.

The vast majority of teachers will be working from home during Covid-19 school closures. Where they deliver lessons online, these will not be classroom-based. Instead, they will be hosted by the teacher in a safe, secure and controlled online environment using the video conferencing facility in Google G Suite for Education. There are many online services available which enable online video and audio delivery of lessons. It is important the correct platform is selected for use to ensure the safeguarding of staff and students and for this reason staff will only use their school G Suite facility (never a private account or any other form of social media) to deliver any online lessons.

This guidance covers what needs to be considered to ensure staff and children are protected during this process.

Guidelines for online learning: Staff

- You should conduct yourself online as you would in class.
- You should only use your school email/account to communicate with students and to send invites to online lessons.
- You should start and end the lesson according to your scheduled times and only in school working hours (i.e. Term time / Mon to Fri/ 8:55 to 15:05)
- You should keep a record of each online lesson delivered with the start and end time, all participants invited and all who participated in the lesson.
- You should stop the lesson if there is only one pupil with you on-line and reschedule it. If, for any reason, a lesson has to be delivered to only one pupil, another member of staff should join the lesson as well.
- You should deliver the online lesson in an appropriate room. A bedroom is not appropriate. Enable your camera before you go live to check what is visible in your background. Remove any personal information or inappropriate items that are visible.
- Ensure that there will be no interruptions during your streaming (such as family members in the background).
- You should dress appropriately - similar to how you would dress on a non-uniform day and in accordance to the school's dress code listed in the school's Code of Conduct.
- Remind all participating students to begin with their microphones off and only switch them on when prompted to do so. Students must be allowed to disable both their microphone and video if they wish (be aware that some students may be uncomfortable with working in this way but may still wish to participate).
- Remind students of the expectations (listed in their guidance) at the start of your lesson.
- If you decide to record the session for the benefit of absentees you must make sure that everyone is aware of this. This should also be stored and accessed in line with GDPR and any recording must only remain within G Suite.

- When working online you still have safeguarding obligations. You must report any safeguarding incidents or concerns in accordance with our Child Protection and Safeguarding Policy.

Guidelines for online learning: Students

While school remains closed some teachers may choose to deliver lessons online from home; these will not be classroom-based. Instead, they will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Google Meet. Students must only access this method via their school G Suite account. A lesson will be cancelled if there is only one student and one teacher on line and will be rescheduled.

You must behave online as you would behave in class. What does this mean when you are taking part in an online lesson?

- You should not seek to disrupt or distract either your own learning or the learning of others with inappropriate use of the digital tools.
- If you feel uncomfortable or feel that anything inappropriate has happened in the virtual environment you must inform your teacher or Head of Year
- You should turn up for an online lesson on time and with the appropriate equipment for that subject.
- You should end the lesson when the teacher informs you it has finished
- You should not have a mobile phone with you when the lesson is taking place unless you are using your phone to access the lesson.
- You should take part in the lesson in a room other than your bedroom whenever possible: e.g. dining room, kitchen etc are more appropriate.
- You must not video or take photos/screen shots at any point in the lesson
- All work uploaded to Google Classroom should be your own.
- You should stay focused and quiet when involved in an online lesson.
- You should dress appropriately – as you would on a non school uniform day
- You should know how to communicate with the teacher, and with other students, during the lesson, and you should follow these rules throughout

Guidelines for online learning: Parents

While school remains closed some teachers may choose to deliver lessons online from home; these will not be classroom-based. Instead, they will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Google Meet. Parents can play a vital role in supporting their children during this period.

Our advice would be:

- Keep in regular contact with St Thomas More by ensuring you access updates on the website, Parentmail and Classcharts. Access the online safety area of the website for guidance on any issues that your children may encounter online given they will be online more than usual at this time https://stmacademy.org.uk/safeguarding-3/. The message box at the bottom updates regularly and has already added up to date guidance from the NSPCC for a guide to parents.
- Get to know your child's timetable, and check which lessons they are going to be having online.

- Be strict about where these lessons are happening: ideally they should be done in a private place (such as a dining room/ kitchen) where interruption and distraction is kept to a minimum. A bedroom is not always appropriate and should be avoided if possible.
- Doublecheck that nothing personal (such as images, or messages) are visible, either on desktops, or in the background.
- Check that work being set by teachers is being submitted and that deadlines are being met.
- Make sure that your child dresses appropriately for any online lessons.
- Report any safeguarding incidents or concerns to school in accordance with our Child Protection and Safeguarding Policy.

Department for Education guidance (19/04/20) states:

Schools should emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. These resources can be used to support parents and carers to keep their children safe online:
- Thinkuknow provides advice from the National Crime Agency (NCA) on staying safe online
- Parent info is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- Internet matters provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- London Grid for Learning has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- Net-aware has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- Let's Talk About It has advice for parents and carers to keep children safe from online radicalisation
- UK Safer Internet Centre has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services