

Online Virtual learning Policy 2020

Aims

- To keep staff and students safe using online learning materials
- To ensure safeguarding principles are upheld whilst using video teaching or conferencing
- To outline procedures that all staff and students should follow when using any form of video conferencing or digital learning
- To be GDPR compliant and in line with existing CP/ Safeguarding Policy

(1.1) Rationale and context

Recent school closures as a result of COVID-19 have significantly increased educators' reliance on virtual learning environments. Newhaven School is committed to best practices that can be implemented to ensure it is using digital video conferencing services in ways that best promote teaching and learning and the safety and privacy of the students, teachers, and administrators who are its users whilst supporting innovative and new ways of delivering content for pupils. These best practices will help create and maintain a safe and secure learning environment for your users.

(1.2) Underpinning Safeguarding Principles (see Newhaven CP and Safeguarding Policy)

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA)
- Staff and managers should continually monitor and review practice to ensure this guidance is followed
- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and the procedures of the relevant Multi-agency Partnership (MAP)

(1.2) GDPR

Similarly everyone responsible for using personal data has to follow strict rules under the 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary

- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

(2.1) Teaching Staff

Newhaven School currently uses a variety of digital video platforms, including Zoom, MS Teams and Google Meets for meetings and teaching.

From October 2020 Newhaven School will provide online virtual teaching using Google Meet. This is an encrypted platform that provides greater security for students and staff.

All users of video calling software at Newhaven School should follow the guidelines contained within this policy to ensure that systems, controls and procedures are universal. This includes the following:

- Before any form of video call/ learning can take place parental consent must be obtained. Please remember that the obligation to obtain parental consents, where required, as it pertains to students and their data.
- All video learning will be enabled through student email (the users Google Log in and Gmail)
- Students should only ever be participants within meetings and not administrators/ nor hosts. In respect of any digital platform (Zoom/ MS Teams or Google Meets) the School Subscriber's account administrator (e.g. teachers) should securely and confidentially provide meeting information and meeting passwords to the student users to ensure the school can maintain supervision and control over its student users' meeting experiences.
- If you have to issue student devices, use lockdown to only allow users to join meetings from within your school's account. This ensures that Google Meets can only be used for school related purposes.
- Always use a school email address, to enable users to log in securely to participate in a meeting hosted by Newhaven School to ensure that each meeting participant is monitored and identified.
- Ensure that only registered and approved participants can attend a meeting
- Lock the Meeting if necessary
- Students should not use video/ sound if there is no teaching need to do so. Disable Group Messaging account-wide or restrict student IM contacts if you do not require students to ask questions
- Private Chat should be disabled where appropriate to ensure that students focus on the lesson at hand, meeting hosts can limit students' ability to chat amongst one another while a meeting is in session or in-meeting chat can be disabled in its entirety.

(2.2) Teaching a lesson

Newhaven School uses the online video learning platform Google Meet to disseminate lessons for students to study in the event of a school closure and for students who are unable to access school.

- All staff should have viewed the Google Meets Tutorial videos to support using the software or attended any training provided in advance.
- Lessons delivered online should be as per timetable
- Teachers are expected to teach at least two online virtual lessons per week building to a full timetable in order to provide consistency of delivery of the curriculum and preparation for examinations in event of a full lockdown for students and staff.

- Online lessons should be provided for Outreach students in order to ensure consistency of delivery of the curriculum and allow them to keep up with classroom lessons
- Lesson Content should be supported with Google Classroom resources
- Virtual Lessons do not need to be the full Period but you should remain online/ contactable whilst students are participating
- Google Meet Lessons can be recorded in advance for broadcast however you must be online/ contactable throughout the scheduled lesson
- If there are concerns re teaching online these should be raised with your Head of Department or immediate line manager
- In the event of lockdown/ isolation or instances of outreach provision lessons should be scheduled for those students who are unable to attend.

(2.3) Use of Google Classroom

Newhaven School uses the online learning platform Google Classroom to disseminate lessons for students to study in the event of a school closure and for students who are unable to access school.

- All teaching staff should upload content that is curriculum driven and provides the appropriate resources and lesson plan to enable students to access learning.
- Heads of Department should audit the VLE at regular points within the year to ensure that the work uploaded follows the curriculum map and students are able to access sequenced lessons to support progress
- Work uploaded to the VLE should be marked in accordance with the Marking Policy
- Students should be invited to the classroom via the sharing of a unique code and regular checks made by teachers to ensure compliance and engagement
- All staff to contribute to the resources shared in Google Classroom

(2.4) Safeguarding Considerations

Wherever possible, staff should use school devices and contact pupils only via the pupil school email address / log in. This ensures that the setting's filtering and monitoring software is enabled.

In deciding whether to provide virtual or online learning for pupils, teachers and SLT should take into account issues such as accessibility within the family home, the mental health and wellbeing of children, including screen time, the potential for inappropriate behaviour by staff or pupils, staff access to the technology required, etc.

Virtual lessons should be timetabled and senior staff, DSL and / or heads of department should be able to drop in to any virtual lesson at any time – the online version of entering a classroom.

Alternatives to online teaching should be available if a child is unable to access the lesson – this may include access to handouts, bespoke lesson planned and distributed via Google Classroom, the opportunity to undertake the lesson elsewhere.

Staff engaging in online learning should display the same standards of dress and conduct that they would in the real world; they should also role model this to pupils and parents. The following points should be

It is the responsibility of the staff member to act as a moderator; raise any issues of suitability (of dress, setting, behaviour) with the child and / or parent immediately and end the online interaction if necessary. Recording lessons does not prevent abuse. If staff wish to record the lesson they are

teaching, consideration should be given to data protection issues; e.g., whether parental / pupil consent is needed and retention / storage.

If a staff member believes that a child or parent is recording the interaction, the lesson should be brought to an end or that child should be logged out immediately. Staff, parent and pupil AUPs should clearly state the standards of conduct required.

If staff need to contact a pupil or parent by phone and do not have access to a work phone, they should discuss this with a senior member of staff and, if there is no alternative, always use 'caller withheld' to ensure the pupil / parent is not able to identify the staff member's personal contact details.

This means that staff should:

- be fully and professionally dressed
- ensure that a senior member of staff is aware that the online lesson / meeting is taking place and for what purpose
- avoid one to one situations – request that a parent is present in the room for the duration, or ask a colleague or member of SLT to join the session
- only record a lesson or online meeting with a pupil where this has been agreed with the head teacher or other senior staff, and the pupil and their parent/carer have given explicit written consent to do so
- think about the background; photos, artwork, identifying features, mirrors – ideally the backing should be blurred
- staff and pupils should be in living / communal areas – no bedrooms
- use resources / videos that are age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content
- schedule lessons at appropriate times within the school day - Don't overdo it – once per week to begin with
- keep a register and account of the meeting
- lead by example – consider your tone, facial expressions, and body language when online.

(3.1) Parents

Consent should be sort via parents when a Google Meet meeting/ online learning session is scheduled. At no point should meetings be conducted without the knowledge of parents.

(3.2) Students

Students under the age of 18 should not set up separate accounts – all meetings should be scheduled by a teacher and the following adhered to:

Ensure that pupils access your meetings by 'signing in' via their Google account using their school email address/meeting ID. These should be communicated privately via school email and not stored openly on your school's website.

Students should be invited to meetings and their school ID used to log in – no other form of identification can be used.

Student ID/ email should be shared prior to the meeting

(3.2a) Helpful tips for students success online

- Make sure they are muted when not talking
- Respect others online

- Ask questions using chat (if enabled)
- Use reactions to engage with your class
- Think before you write
- Utilize the raise your hand feature if wanting to ask a question live

Related Policies

- GDPR Policy (Newhaven 2019)
- Child Protection and Safeguarding Policy (Newhaven 2020)

Appendix 1

See Google Meet Acceptable Use Policy

<https://support.google.com/meet/answer/9847091?hl=en>