

Remote Learning Addendum to the ICT eSafety Policy

We have devised some guidance that reflects the changed circumstances brought about by COVID-19 and the significant increase in using online technology to facilitate teaching and learning. This addendum does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes remotely.

This guidance operates alongside all of our existing policies which can be viewed on our school website. <https://www.dhsg.co.uk/page/?title=Policies&pid=22>

We continue to expect all staff to abide by the highest professional standards when working directly and remotely with students and our Safeguarding Policy and Staff Code of Conduct still currently apply. Students must comply with this additional guidance, and we request that parents/carers ensure that their child fully understands and agrees to follow these guidelines.

Introduction

This document sets out the guidance regarding the use of technology to facilitate remote teaching and learning. Hereafter referred to as "Remote Learning" – it operates in addition to our existing Acceptable Use Policy (AUP). This addendum will be kept under review as circumstances dictate.

Scope of this Guidance

This guidance covers any aspect of student remote learning as used by DHSG Staff.

In all cases, students must use their @dhsg.co.uk account to log in. Students are not to use any other account under any circumstances for Remote Learning.

The list of applications that will be used for remote learning will primarily be

Microsoft Office365, incorporating:

- Microsoft Outlook (e-mail)
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms

There may be some additional applications that teachers may use, such as Kerboodle or MyMaths, and the teacher will provide the student with the information required to access them. This must, in all cases, use an @dhsg.co.uk account as the login.

Remote Learning Approach

Remote Learning will be delivered through Microsoft Teams and incorporate several approaches, including the use of live classes either filmed or audio only and or shared workspaces. All teachers will aim to provide the best experience for students that provides feedback and interaction and may include pre-record lessons. Through the Microsoft management and administration facility, student recording ability has been de-activated.

In all cases, our primary aim is to cover the required curriculum for all subject areas. Students should get in touch with their teacher right away if they are having difficulty with any aspect of their subject or contact their Form Tutor or Head of House if they are finding the workload unmanageable.

Responsibilities while engaging in Remote Learning

For staff and teachers:

- Teachers have overall control of the online interaction of their class.
- Any student that disrupts the lesson and does not respond positively to the teacher's instructions will be removed in order to allow those who wish to partake a fair chance to do so. A student who repeatedly disrupts learning may receive a temporary ban from all online access.
- Teachers will do their utmost to be available at the identified time on their timetable – this may be via a Team live video, through Teams chat, a Collaborative workspace.
- When a member of staff holds a one-to-one meeting with a student and wishes to use live video feed, they will invite a second member of staff to the meeting.
- Staff will remind students of the expectations in terms of behaviour during live sessions and the conduct expected of them.

For students:

- You are to communicate through your @dhsg.co.uk account only. Using any other account or e-mail address is expressly prohibited.
- Do not engage in communications with any account other than an @dhsg.co.uk account and report any such activity to your teacher or Head of House @dhsg.co.uk e-mail account.
- You must always be polite and respectful to your teachers and fellow students.
- You are not to film (by any means) or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes or links – to anyone else without the permission of the creator of that content.
- You understand that we will monitor all your online activity. This includes anything on e-mail and Teams, and whether you are checking regularly for assigned work.

For parents/carers:

- You should ensure that your child is checking in regularly for assigned work.
- When your child is watching a live lesson, try to ensure your child is in an area of the house that is quiet and free from distractions.
- We would insist that students do not film the session using any device.
- A live online lesson must be treated like a regular school lesson and only viewed by those who are invited to attend.

Live Online Classes

Teachers will deliver their lessons through Teams using several approaches that provide students with quality feedback and instruction. This May include varying combinations of audio, video, virtual whiteboards and screencasts.

In using Teams:

- Students must always follow the direction of their teacher, just as in the classroom.
- Students are not to film the session using any device.
- Students are not to turn on their microphone unless the teacher invites them to do so. All microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- A Team live lesson is intended for the allocated class only. The teacher will decide who should receive the invite through Teams. Only those invited by the teacher have permission to view the lesson.
- Staff can pre-record a lesson but must not record a live lesson.

Data Privacy

Our Remote Learning Addendum operates in addition to the Internet Acceptable Usage Policy (AUP), ICT and eSafety Policy and Behaviour for Learning Policy which are available from our website. For clarity, we will have outlined aspects specific to remote learning, but this should be read alongside our existing policies mentioned above.

What we retain:

- Login activity, specifically, the last time a student logged in to their Office365 account.
- Within Teams and OneNote, the date and time of if/when a student views any assignments or OneNote notebooks set for them and when they submit any work for same.
- The teacher that created the pre-recorded lesson may remove the lesson.

Why we retain it:

- To assist us in making sure students are engaging in learning sufficiently and in good time.
- To assist us in generating appropriate and relevant feedback to parents/carers.

Where we retain it:

- We hold the details above within the school's Office 365 account which requires a valid @dhsg.co.uk administrator login to access.

How long we retain it for:

- We retain this to the end of each key stage plus one year in line with our Retention Policy (Section 6 - Curriculum Management).