



STONE LODGE
SCHOOL

Remote Learning

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| Date Agreed with Governors | February 2024 |
| Date to be reviewed | February 2025 |

Monitoring, Evaluation and Review

The Governing Body will review this policy at least annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.



Protocol for remote teaching for staff

Streaming lessons to students

- Lesson resources should be uploaded to Teams page.
- Student needs to be invited to a 'meeting.'
- Students must leave camera and microphone off, you can turn them off as the teacher (if they refuse to – end the meeting).
- Staff must leave camera off.
 - Unless there is a need to demonstrate or model something.
 - If this is the case, you must ensure no students can be seen in shot.
- Lesson should be run as normal – prioritise students in the room and don't get distracted by the technology.
- If remote student has a question they should type it in chat and/or email the teacher after the lesson.
- If lesson reaches a point where remote student can work independently, agree with student next steps and end call.

Streaming lessons from home

- Ensure resources emailed to line manager (as per cover protocol) ahead of time to allow time for printing and delivery to classroom.
- Consider your backdrop – ensure there is nothing inappropriate, or that you would not wish students to see. Use artificial or blurred backgrounds if you need to.
- Lessons cannot be of a full practical nature.
- If students are absent, lesson can be recorded.
- Camera of the desktop computer in the classroom should be off.
- Lessons will have a member of staff present.
 - Teacher should direct the lesson.
 - Cover teacher will ensure handouts are circulated at the correct time and behaviour is managed.
 - Cover teacher will administer SIMS register.
 - Cover teacher will ensure COVID compliance and wipe down.



Acceptable Use Policy (AUP) for Remote Learning and Online Communication

Information and guidance regarding remote learning during Covid-19:

- DfE [‘Safeguarding and remote education during coronavirus \(COVID-19\)’](#)
- The Education People: [‘Safer remote learning during Covid-19: Information for School Leaders and DSLs’](#)
- SWGfL: [Safer Remote Learning](#)
- LGfL: [Coronavirus Safeguarding Guidance](#)
- NSPCC: [Undertaking remote teaching safely](#)
- Safer Recruitment Consortium: [‘Guidance for safer working practice for those working with children and young people in education settings Addendum’](#) April 2023

Leadership Oversight and Approval

1. Remote learning will only take place using Microsoft Teams.
 - Teams has been assessed and approved by Gavin Barnett, Head Teacher.
2. Staff will only use SLS managed systems.
 - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Tanya Artmann, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible.
3. Online teaching with learners will not take place outside of the operating times as defined by SLT:
 - School opening hours.
4. All remote lessons will be formally timetabled; a member of SLT, DSL and/or Lead coordinator is able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from Gavin Barnett, Head Teacher.

Data Protection and Security

6. Any personal data used by staff and captured by Microsoft Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
7. All remote learning and any other online communication will take place in line with current SLS confidentiality expectations as outlined in the Acceptable Use policy.
 - Tell your class that the lesson is being live streamed vocally.

- Invite the student to follow your PPT and listen to your lesson.
 - Cameras should be turned off.
8. All participants will be made aware that Microsoft Teams records activity.
 9. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.
 10. Only members of SLS community will be given access to Microsoft Teams.
 11. Access to Teams will be managed in line with current IT security expectations as outlined in Acceptable Use Policy.

Session Management

12. Staff will record attendance of any sessions held.
13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
14. When live streaming with learners:
 - contact will be made via learners' SLS provided email accounts and logins.
 - staff will mute/disable learners' videos and microphones when appropriate.
15. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.
 - Access links should not be made public or shared by participants.
 - Learners and parents/carers should not forward or share access links.
 - If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
 - Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
16. Alternative approaches and access may be provided to those who do not have access.

Behaviour Expectations

17. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
18. All participants are expected to behave in line with existing school policies and expectations. This includes:
 - Appropriate language will be used by all attendees.
 - Staff will not take or record images for their own personal use.
19. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
20. When sharing videos, participants are required to:
 - wear appropriate dress.
 - ensure backgrounds of videos are neutral (blurred if possible).
 - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
21. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

- 22. Participants are encouraged to report concerns during remote sessions.
- 23. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported through Class charts.
- 24. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
 - o Consequences for deliberate misuse may include:
restricting/removing use, contacting police if a criminal offence has been committed/ formal meeting with parents.
- 25. Any safeguarding concerns will be reported to Mr Dan Dunscombe, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the [SLS](#) Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....

All students and parents must consent to the Student Remote Learning AUP. This is detailed below:



Stone Lodge School

Student Remote Learning AUP

1. I understand that:
 - These expectations are in place to help keep me safe when I am learning at home using Microsoft Teams, which is monitored.
 - I should read and talk about these rules with my parents/carers
 - Remote learning will only take place using Microsoft Teams and during usual school times.
 - When I can access a session, I will attend, and my attendance has been recorded.

2. Only members of Stone Lodge School can access Microsoft Teams:
 - I will only use my school provided email accounts and login to access remote learning. I will not share my login/password with others.
 - I will not share any access links to remote learning sessions with others.

3. When taking part in remote learning I will behave as I would in the classroom. This includes:
 - Not taking or recording images/content of the lesson.
 - Adhere to our SLANT classroom expectations.
 - Completing all of the expected work.

4. When taking part in live sessions I will:
 - Disable/mute my video and microphone, understanding that my teacher can change this depending upon the lessons needs.
 - Wear appropriate clothing and be in a suitable location and use an alternative background.
 - Attend the session in full. If for any reason I cannot attend a session full, I will let my teacher know.
 - Attend lessons in a shared space or room with an open door.

5. If I am concerned about anything that takes place during remote learning, I will report any concerns to the member of staff running the session, and tell a parent/carer.

6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
 - Restricting or removing access.
 - Sanctions in line with the school behaviour policy
 - Any criminal activity will be reported to the police.

I have read and understood the Stone Lodge School Student Remote Learning AUP Acceptable Use Policy (AUP) for remote learning.

Name.....

Signed

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Class.....

Date

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Parent/Carers Name..... *(If appropriate)*

Parent/Carers Signature..... *(If appropriate)* Date

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