

GLEN HILLS PRIMARY SCHOOL



**ACCEPTABLE USE PROCEDURE
FOR REMOTE LEARNING 2020,
updated February 2021 (use
alongside Google Meet
Procedure).**

Acceptable Use Procedure for Remote Learning

Policy template adapted from a document provided by the Education Safeguarding Service and The Key.

Leadership Oversight and Approval

1. Remote learning will predominantly take place using Google Classroom.
 - Google Classroom has been assessed and approved by the Head teacher, Senior Management Team, the Dfe and the Governors and the staff (teachers and TAs) have been trained on how to use it.
2. Staff will only use Glen Hills Primary School managed and approved professional Gmail accounts with pupils and/or parents/carers.
 - Use of any personal accounts to communicate with pupils and/or parents/carers is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with must be discussed with the Head Teacher, Designated Safeguarding Lead (DSL).
 - Staff will use work-provided equipment where possible e.g. a school laptop or Chromebook, tablet or other mobile device, but can use a personal laptop if previously agreed with SMT.
3. Online contact with pupils and/or parents/carers via staff email will not take place outside of the operating times of the usual working day (unless flexible working requires communication outside these hours).
4. Staff are to keep in touch with pupils regularly to support them with their work and to monitor safeguarding and welfare. Support can be in the form of phone calls, emails, comments on the Google Stream. Safeguarding contact is via phone and involves speaking to both the parent and the pupil every other week. Calls may be made from caller ID withheld numbers if staff are calling from outside of school.
5. Any concerns to be passed on to SMT and weekly engagement sheets to be completed every Friday by midday and to be sent to the head teacher to action. Any safeguarding concerns to be passed immediately to the DSL (DDSL in her absence).
6. All support, concerns, welfare calls and/or safeguarding issues to be logged on CPOMS, as is standard practice.
7. All remote lessons will be formally timetabled:
 - All lessons will be posted as an 'assignment' and, as a minimum, Maths and English lessons will have an accompanying video as appropriate on Google Classroom (as per staff training and instructions – see website if needed). Lessons are pre-recorded so pupils can access them when they have a device available. Remote lessons may be streamed to pupils in school where appropriate.
 - Staff to coordinate with each other to decide who is teaching remotely and which lessons they are planning, who is marking work and providing feedback each day and who is teaching face to face and supporting in school.
 - Work will be set as per the remote learning offer (see website), up to 3 hours for KS1 and 4 hours for KS2.
 - On a regular basis staff will post a Maths lesson, English lesson and a Wider Curriculum lesson so they are available each morning by 9am for the pupils. In addition there will be spelling/phonics sessions, Lemon Curd/Strawberry Jam, My Maths, Purple Mash, Storytime, assemblies etc set as appropriate.
 - All children will have appropriate work set for their ability, including SEND and MVA (as they would in class).

Acceptable Use Procedure for Remote Learning

- Children with an EHCP, will have their EHCP requirements met remotely, where possible. The class teacher/SEND coordinator is to contact parents in the event of remote learning to discuss what this would look like and offer appropriate support. Evidence of this is on CPOMs.
- Children with 1-1 Ancillary Assistant support in school will be offered daily Ancillary Assistant work support, via phone or Google Classroom. Another staff member or parent must be present during the call/Google Meet
- Work is marked daily by a combination of TAs and teachers. Teachers are to mark a minimum of one piece of English/Maths each week. Marking is to provide feedback where appropriate and in as much detail as time allows. Work may be turned in on Google Classroom, sent via email or completed in a paper book
- Staff to report sickness in the normal way and inform SMT of appointments in advance as is normal procedure. If staff need to deviate from their normal working hours they are to inform SMT in advance
- Subject leaders to support remote learning where appropriate and signpost staff to relevant websites/competitions/resources etc
- SMT are to coordinate remote learning across the school and monitor its effectiveness via regular monitoring of lessons both informally and formally (observing lessons assigned and feedback given)
- SMT will also monitor the security of remote learning systems
- IT coordinator and technician to help staff where possible with technical issues, constantly review the security of the Google Classroom, flag up any IT issues, assist with loaning of devices, fix issues with systems and pass on any relevant training and security tips.

Data Protection and Security

8. Any personal data used by staff and captured by Google Classroom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
9. All remote learning and any other online communication will take place in line with current Symphony Learning Trust confidentiality expectations as outlined on the Symphony Learning Trust website.
10. Only members of Glen Hills Primary School community will be given access to Glen Hills' Google Classroom.
11. Access to Google Classroom will be managed in line with current IT security expectations as outlined in Trust Policies and staff must ensure that:
 - Email passwords are strong (at least 8 characters long including a number or special character);
 - Family members should not be given access to Google Classroom;
 - When devices are not in use they should be locked or the user should log off.

Session Management

12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - Turning off the ability of pupils to comment within the classroom stream unless the teacher wishes to invite comments for a particular lesson.

Acceptable Use Procedure for Remote Learning

13. Access will be provided to those who do not have access through the use of a loaned device, where possible.

Behaviour Expectations

14. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
15. All staff are expected to behave in line with existing Glen Hills Primary School policies and expectations.
16. Staff will utilise the stream within Google Classroom to remind pupils of behaviour expectations and reporting mechanisms if needed. Individual parents can be contacted if needs be.
17. When sharing videos staff 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.
18. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account (although a lot of this has been waived during Covid -19).

Breaches and Reporting Concerns

19. Pupils are encouraged to report any concerns by contacting their teacher through Google Classroom or through the year group email addresses.
20. Inappropriate online behaviour will be responded to in line with policies such as anti-bullying, behaviour and e-safety. Sanctions for deliberate misuse may include:
 - Direct contact with parents;
 - Restricted use of Google Classroom;
 - Removal from Google Classroom;
 - Contacting police if a criminal offence has been committed.

Pupils and Parents

Staff can expect pupils/parents learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers unless reasons provided to staff
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Make the school aware if their child is sick or otherwise can't complete work
- Be respectful if making any complaints or concerns.

Acceptable Use Procedure for Remote Learning

Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy
- › Google Meet Procedure

Any safeguarding concerns will be reported to Rebecca Wesley, Designated Safeguarding Lead, in line with our Child Protection/Safeguarding Policy (Covid appendix).

I have read, understood and agree to comply with the Glen Hills Primary Acceptable Use Procedure (AUP) for remote learning v3. Any issues or concerns I will contact the SMT for discussion upon receipt of this protocol.

