Normanby Primary School

Ironstone Academy Trust
Remote Learning Policy

Introduction

At Normanby Primary School, we have produced the following policy guidance in continuing to provide education via remote learning for our children due to the current COVID-19 Pandemic.

Our expectations of children, staff and parents are clearly described in the detail below in order to ensure that, everyone understands that the safeguarding and well-being of our children in receiving a full and thorough education remains paramount.

Aim

The aim of this policy is to describe the use of live streaming applications by school and applications used for submissions of children's work and teacher feedback. Live streaming is being used in the event of an adult or child becoming unwell with Covid-19 meaning a 'bubble' at school must self-isolate and work must be undertaken remotely at home or in the case of a school or national lockdown. This policy will explain the applications we as a school have chosen, how it will be used safely and the expectations of all those who use the application will also be made clear. In addition to live streaming, it will describe the use of the applications used to share activities that support home learning and applications that are used for submissions of pupils' work and teacher feedback.

Microsoft Teams

At Normanby, we use Microsoft TEAMS. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider. Full guidance and joining instructions for Microsoft Teams - https://bit.ly/30MNl9X . In addition to this is our school guidance sent directly to parents. The application TEAMS has a number of functions to it.

As a school, we have chosen to disable the following functions for children including:

screen share,

creating calendar events,

initiating calls and

entering calls without admittance from a member of staff.

This is to contribute to the safeguarding of both children and teachers and to limit or prevent information, images and inappropriate content being used or shared through the application on these functions.

It is our expectation that as users of the application both children and staff should report any additional problems directly to the Headteacher or a Designated Safeguarding Lead around the functionality of this application.

Seesaw

Normanby Primary staff will use Seesaw as a secure online learning journal where children can create and upload their work to document their learning. Children will add work like photos, videos, worksheets, drawings and voice recordings to their Seesaw journal. This will enable pupils to benefit from a wider learning resource and support parents with their child's learning. The school will ensure their duty of care and obligations in relation to child protection and statutory guidance continue as they would do if the lesson was taking place within the school setting.

Seesaw is an American company and the majority of data is stored on servers in the USA. Amazon Web Servers actually host their data – they have very rigorous systems in place to protect data. Most especially they adhere to the principles of the Privacy Shield Framework (a US / EU agreement that protects EU data stored outside the USA).

It is a requirement of Seesaw's terms and conditions that we gain parental permission to use their platform. Seesaw has a thoroughly robust privacy policy (https://app.seesaw.me/about/privacy) and has committed never to share your child's personal information or journal content.

Live Streaming
Live Streaming will always be carried out within the year group Team and any other access will not be authorised.

Filtering and Monitoring
As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of the application will be heavily monitored by our ICT lead/department to ensure that any inappropriate use or problems are reported and rectified as soon as possible.
Please ensure that you report any identified issues immediately.

Equipment
The functionality of the application Teams will be disabled or enabled by the school/controller/administrator at the source irrespective of using the school's equipment or your own laptop/computer. Whether you are using your own equipment or the school's equipment we will still seek your agreement to follow and adhere to our school's 'acceptable use' Policy which highlight's clear expectations of the use of equipment.

Please ensure that you sign appropriate consent forms.

If you require a computer/laptop/tablet from school please contact us and we will endeavour to help, subject to the resources available to us and other safeguards and/ or practical constraints.

All parties will recognise the constraints that exist on resources and time. School will, for example, be supportive when parents tell us that they have multiple demands on the IT equipment available to them, and parents should be aware that, for example, illness and other factors can impact on staff availability.

Expectations of Children

At Normanby the following expectations are in place and should be signed and agreed by you or your parent/carer on your behalf before any remote learning is provided.

- I will use the equipment and application safely and appropriately at all times.
- I will report any issues of concerns directly to my parent/teacher/school.
- I will be available for my log in and lesson between the hours of 09:15 – 15:00
- I will be dressed appropriately.
- I will turn my web camera on and my microphone on to mute. (As per school decision)
- I will not record the session or cause it to be recorded.
- I will seek help from the teacher through TEAMS/Seesaw.
- I will submit work that has appropriate content and related to the learning activity.
- I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.

Expectations of Parents/Carer

At Normanby the following expectations are in place and should be signed and agreed by you as a parent/carer before any remote learning is provided.

- I will support my child in using the equipment and application safely and appropriately at all times.
- I will be available for the supervision of my child and not for observation of the lesson.
- I will not record the session or cause it to be recorded.
- I will not distract, sabotage or detract from my child's learning during the session.
- I will not use the school equipment for any other purpose other than specified lesson time 09:15 – 15:00.
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I will ensure work submitted has the appropriate content and is related to the learning activity.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

Expectations of Staff

At Normanby Primary the following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:

- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- Where possible two members of staff will be on the live streaming at all times.
- I will provide online learning opportunities between 09:15 – 15:00.
- I will seek to ensure feedback is given to learning activities submitted.
- I will not record the session or if there is a reason to, I will notify all parents and pupils of this, the purpose and where the recording or any data will be stored.
- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to the Head Teacher/Designated Safeguarding Lead.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

This policy should be read in conjunction with the School's:

Child Protection Policy

Staff Behaviour Policy

Acceptable Use Policy

Keeping Children Safe In Education 2020

Useful links and publications:
https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

<u>Consent Form Parents/Pupils</u>

I agree to comply with the school's acceptable use policy.

I agree to comply with the school's remote and home learning policy.

I agree to use the applications and equipment (either school's or my own) appropriately and safely at all times.

Name of child………………………………….. Signature of child………………………….

Name of parent………………..……………… Signature of parent………………………...

Date………………………….

<u>Consent Form Staff</u>

I agree to comply with the school's acceptable use policy.

I agree to comply with the school's remote and home learning policy.

I agree to use the application and equipment appropriately and safely at all times.

Name of Staff…………………………………..

Signature of Staff…………………………………

Date…………………………….