Remote Learning Acceptable Use Policy

Commitment to equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Policy and Procedure has been approved and adopted by the Governing Body on 6 December 2023 and will be reviewed on September 2024.

Signed by Chair of Governors: *Frances Baker*

Signed by Headteacher: *P. O'Hanessy*

Contents

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils who aren't in school

> Set out expectations for all members of the school community with regards to remote learning

> Provide appropriate guidelines for data protection

2. Roles and responsibilities

> SENCOs

> Senior Leaders

> Class teachers

> Teaching Assistants

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am-3.30pm

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure.

Please see remote learning plan for detail on teacher's responsibilities

Keeping in touch with pupils who aren't in school and their parents.

- Contact should be made daily if whole pod is at home and weekly if individual children are self-isolating
- Emails to teachers should go through the main office. You are not expected to respond to emails outside of working hours)
- Complaints, questions regarding specific children and safeguarding concerns should be reported immediately to the relevant member of the senior leadership team
- If work is persistently not completed you should contact the parent to discuss reasons for this, are there barriers that school can assist with?
- Attending virtual meetings with staff and parents
- You should be professionally dressed
- Meetings should have a neutral backdrop – no identifying or overly personal items on display

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am-3.30pm

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely
  - This may be support for pupils with an EHCP
  - Small group work as directed by the class teacher
  - Specific social and emotional support
  - Support will be planned in conjunction with the teacher and Inclusion lead
  - You should be professionally dressed
  - Attending meetings with teachers and parents
  - Meetings should have a neutral backdrop – no identifying or overly personal items on display

Some teaching assistants may be working in Key Worker School and usual school policies will be in place

2.3 Curriculum Leads

Alongside their teaching responsibilities, subject leads are responsible for:

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

> Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

> Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

> Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

> Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning – through regular monitoring of Google Classroom, discussions with teachers, teaching assistants, parents and pupils

> Overseeing the provision for SEND children

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining regular contact with all children who have a social worker, are on a CIN plan or open to Early Help

- Maintaining regular contact with social work teams and other professionals who support vulnerable pupils

- Attending core group and CP conferences as required

- Acting on CP/Safeguarding concerns

- Ensuring all staff are using My Concern to log concerns and following them up

2.6 IT contractors

IT contractors are responsible for:

> Fixing issues with systems used to set and collect work

> Helping staff with any technical issues they're experiencing

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

> Assisting pupils and parents with accessing the internet or devices where possible or suggesting solutions to school staff

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day – this may not be on a screen all day

> Complete work to the deadline set by teachers

> Seek help if they need it, from teachers or teaching assistants

> Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

> Make the school aware if their child is sick or otherwise can't complete work

> Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

> Be respectful when making any complaints or concerns known to staff

2.8 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

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

> Issues in setting work – talk to the relevant subject lead or Inclusion Lead

> Issues with behaviour – talk to the SLT

> Issues with IT – talk to admin/IT contractor

> Issues with their own workload or wellbeing – talk to their line manager

> Concerns about data protection – talk to the data protection officer

> Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

Explain:

> How they can access the data, such as on a secure cloud service or a server in your IT network

> Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or dates of birth as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

> Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

> Making sure the device locks if left inactive for a period of time

> Not sharing the device among family or friends

> Installing antivirus and anti-spyware software

> Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the updated Child Protection and Safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed annually. At every review it will be approved by the Governing Body

7. Links with other policies

This policy is linked to our:

> Behaviour policy
> Child protection policy and safeguarding Policy and coronavirus addendum to our child protection policy
> Home-school agreement
> ICT and internet acceptable use policy
> Online safety policy