



# **Billingham South Community Primary School**

## **Remote Home Learning Policy November 2020**

Written by:
Date adopted by Governors and Staff:
Review Date:

# Billingham South Community Primary School

## Introduction

At Billingham South Community Primary School, we have produced the following policy in order to outline how we will continue to provide high quality education via remote learning for our children who are required to isolate due to the current COVID-19 Pandemic.

Our expectations of children, staff and parents/carers are clearly outlined 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.

This policy should be read in conjunction with the school's policies for:

Child Protection

Staff Behaviour

Internet Acceptable Use

## Aim

The aim of this policy is to describe the expected use of our chosen applications for remote learning.

Remote learning is being used in the event of an adult or child becoming unwell with Covid-19 meaning that a 'bubble' (identified group of children) 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 have chosen as a school, how they will be used safely and make clear the expected conduct of all those who use these applications.

## Applications

At Billingham South Community Primary School we have decided to use Showbie, Microsoft Teams and Zoom to facilitate remote learning. We have reviewed and chosen these applications carefully because they best meet the needs of our school. Please refer to the links below for a full description of the functionality of these identified applications.

**Showbie** - <https://bit.ly/35cTD5u>

**Microsoft Teams** - <https://bit.ly/30MNI9X>

**Zoom** - <https://bit.ly/2SHt4y9>

These applications have a number of valuable functions to facilitate high quality remote learning and we will seek to use features accordingly. However, as a school we have chosen to disable the following functions for all children by default unless particularly required for a lesson:

- Chat function for all users (individual chat between a pupil and their teacher for support purposes will still be possible)

- Screen sharing by all users (by default the teacher will be permitted to share their screen children)

This is to ensure the safeguarding of both children and teachers in order to prevent inappropriate content being shared via these functions.

### **Live Streaming**

Live Streaming by Microsoft Teams and Zoom (video chat functionality) to facilitate remote learning will be conducted via the School's ICT system only. Additional identified devices may also be authorised by the school's leadership team when the need arises e.g. a member of staff using their own device at home when they are also required to isolate.

### **Filtering and Monitoring**

As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of these applications will be continuously monitored by our ICT lead in partnership with the school's Leadership Team to ensure that any inappropriate usage is reported and rectified as soon as possible in line with the school's policies and procedures.

### **Equipment**

All children, staff and parents/carers, whether using their own or the school's equipment, are required to follow and adhere to our school's, 'Internet Acceptable Use' Policy which outlines clear expectations regarding the use of any equipment for educational purposes.

### **Expectations of Children**

Children are required to adhere to the following expectations during any remote learning activity:

- I will use the identified equipment/application safely and appropriately at all times.
- I will report any issues or concerns I have directly to my parent/carer/teacher/school.
- I will be logged in and available for remote learning between the hours of 9am and 3pm.
- I will be dressed appropriately.
- I will turn my web camera on and mute my microphone at the beginning of each live streaming session unless directed otherwise by my teacher.
- I will not record the session or cause it to be recorded in any way.
- I will seek help from the teacher using an appropriate method e.g. posting an individual message via Showbie.
- 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/Carers**

Parents/carers are required to adhere to the following expectations during their child's remote learning activities:

- 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 in any way.
- I will not distract, sabotage or detract from my child's learning during the session.
- I will not use any on loan school equipment for any other purpose other than specified lesson time between 9am – 3pm.
- 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 agree to comply with the school's acceptable use policy as well as this remote learning policy.

## **Expectations of Staff**

Staff are required to adhere to the following expectations during any remote learning activity:

- 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 suitable teaching space throughout the session.
- Where possible two members of staff will be involved in the live streaming at all times.
- I will provide high quality online learning between 9am-3pm.
- I will not record the session or, if there is a reason to, I will notify all parents and pupils of this ahead of time, the purpose for the recording and where the recording 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 learning policy.

## **Useful Links and Publications**

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

If you have any queries or would like to discuss any aspect of this policy, then please contact the school.