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# St Alban's Catholic High School



## Distance Teaching, Learning & Working Policy

Approval by the Governor Staffing Committee: 11 January 2021

Recommission Date: January 2022



## 1. Introduction and aims

It is crucial to ensure steps are taken to work in a safe environment whilst undertaking remote teaching/learning/working. This policy supports the school's acceptable use policy but has been tailored to fit safe use of technology away from St Alban's Catholic High School.

This policy aims to:

- Set guidelines and rules on the use of ICT resources for staff, students, parents/carers and governors whilst working from a remote location
- Establish clear expectations for the way all members of the school community engage with each other online
- Support the school's policy on data protection, online safety and safeguarding
- Support the school in teaching students safe and effective internet and ICT use

Breaches of this policy may be dealt with under our disciplinary /behaviour /staff discipline /staff code of conduct policies as appropriate.

## 2. Relevant legislation and guidance

This policy refers to, and complies with, the following legislation and guidance:

- [Data Protection Act 2018](#)
- [The General Data Protection Regulation](#)
- [Computer Misuse Act 1990](#)
- [Human Rights Act 1998](#)
- [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#)
- [Education Act 2011](#)
- [Freedom of Information Act 2000](#)
- [The Education and Inspections Act 2006](#)
- [Keeping Children Safe in Education 2019](#)
- [Searching, screening and confiscation: advice for schools](#)

## 3. Remote Teaching Systems

Remote teaching systems are any platforms which allow educational content to be delivered to students outside of their regular school-based teaching and learning environment and where there is direct interaction between a member of staff and students.

Live meetings/lessons and Pre-recorded videos must ensure there is professional, appropriate attire, background and context.

Students should not be asked to upload videos and pictures of themselves unless this has been approved by the Headteacher.



#### **4. Expectations of the Student**

- Students must ensure they only communicate with members of staff through authorised channels, such as Microsoft Teams or School Email account
- Students must only post about schoolwork in 'Posts' section of Microsoft Teams (if enabled). Inappropriate posting or bullying will be sanctioned in line with the school's behaviour policy
- Students must not copy or download images/ pre-recorded videos uploaded by Teachers from any distance learning platforms
- Students must not use the distance learning platform to send private messages or call students or members of staff
- At all times students must continue to abide by the appropriate sections of the Student Acceptable Use Policy which is agreed to when first logging into a school computer (annex)

#### **When using a live meeting via Microsoft Teams please consider:**

- Students must ensure that they only participate in live stream lessons that have been pre-arranged by the school
- If connecting to a live stream lessons where the teacher has requested for participation via a camera, students must ensure they avoid backgrounds with personal information such as photographs and should ensure they are in a shared space in their house
- Students must not record or photograph live stream lessons unless given direct written permission from the member of staff providing the lesson

#### **5. Expectations of Staff**

- Staff should only access personal data of other staff members and students through their school's remote access provision (e.g. using SIMS)
- Documents including personal data about other staff members and students must not be downloaded and stored on to personal devices (e.g. removable storage devices)
- Staff should not share devices used for accessing school systems with unauthorised individuals
- Staff should not write passwords to ICT systems and accounts on physical documents that may be viewed by other individuals
- Printed documents including official-sensitive information must not be left unattended and should be stored out of access from other individuals
- Staff must ensure they lock devices when not using them to prevent sensitive information from being viewed by other individuals



- Staff should only use school provided phone lines, email accounts, distance learning platforms or ParentMail to communicate with students and parents
- Staff should ensure that any resources uploaded to support students learning do not include any personal information that could identify other students, such as names or comments addressed specifically to them

**When using a live meeting via Microsoft Teams please consider:**

- Staff broadcasting live streams of lessons should do so using Microsoft Teams. Staff must also consider implications for those who do not have access and those with special educational needs
- Staff should ensure live streams are broadcasted from a suitable location, ensuring they follow the guidance above for recording videos. Parents/carers should ensure students are in a shared space in the home if they are permitted to participate via webcam
- Staff should ensure they keep a recording of any live stream lessons for future reference, these recordings are only to be used by the class recorded.

## **6. Further Considerations**

The School is following DfE guidance on providing education remotely.

Schools must continue to provide a safe environment when using digital resources for distance learning. Staff should continue to ensure that appropriate safeguards are in place to protect students when using school recommended resources (e.g. a website or subject specific platform).

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the safeguarding and child protection policies and where appropriate referrals should be made to appropriate external agencies.

The starting point for online teaching should be the same principles as set out in the school's staff code of conduct.

The School must ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

If children have any concerns about any online content, they should report this to a staff member in the usual way, in line with other school safeguarding processes.

It is important that parents/carers are aware of what their children are being asked to do online, including sites they will be asked to access and be clear who from the school their child is going to be interacting with online. Parents/carers may choose to supplement support from online companies and in some cases individual tutors.

Support for parents/ carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online



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- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carer

Signed:.....Chair of Governors

Dated.....



## **Appendix**

### **Advice for live learning sessions**

Considering school closures and the need to provide distance learning for students please consider the below additional safeguarding measures alongside your settings IT/online learning policies.

If using live links to students at home:

#### **Within School**

- All live lessons must be carried out using school equipment only.
- Ensure live lessons are recorded where possible.
- The room used to deliver these learning sessions should be accessible, i.e. the teacher should be able to be heard and seen.
- The Senior Leadership team will oversee the provision of online learning through in school Quality Assurance processes.

#### **Students at Home**

Parents/carers should ensure when their child is engaging with online learning:

- Preferably the child will work in a public area of the house
- The child should be appropriately dressed



## **Annex**

### **Acceptable Use Policy Agreement**

The school computer system is made available to students to further their education. This Acceptable Use Agreement has been produced to protect everyone concerned; the students, the staff and the school. I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure. I will not share it or try to use any other person's username and password. I understand that I should not write down or store a password where it is possible for someone to easily access it.
- I will not use any social media platforms, online chat services unless the sites are approved for educational use or I have permission of a member of staff.
- I will not send unsolicited messages or emails.
- I will not give my name, personal details, details of the school or any information that might identify me or any other person to any third parties.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will not use the school systems or devices for non-educational reasons unless I have permission of a member of staff to do so.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I will ensure that my online activity, both in and out of school, will not cause the staff, students or others distress or bring the school into disrepute.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:



- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will pay for irresponsible printing caused by my negligence.
- I understand that the school reserves the right to examine and if necessary delete any files that may be held on its computer system and to monitor user activity.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices both in and out of school.





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- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, eSchools, website etc.