**Online Learning Protocol and Expectations –**

**Information for Pupils/Students and Parents/Carers**

**1. Introduction**

1.1. In these unprecedented times, our school recognises that there may well be occasions throughout the academic year when school will need to be either fully or partially closed to students/pupils and staff. The health and safety of our students/pupils and staff is our highest priority. We will continue to follow government and Public Health England guidelines and advice and will monitor the situation closely while ensuring that we provide full coverage of the curriculum for all our students/pupils. In light of this, we have updated our procedures to reflect our current working practices and provision.

1.2. This document should be read in conjunction with other relevant policies including but not limited to:

Add in your school’s/Trust relevant policies. For example:

Child Protection and Safeguarding Policy

Online Safety Policy

Behaviour Policy and its addendum

Peer on Peer Abuse/Anti Bullying Policy

Responsible Internet Use Policy

Social Networking policy

Acceptable Use of ICT Policy

Staff Code of Conduct

Whistleblowing Policy (add or delete as appropriate)

1.3. We expect all students/pupils to behave responsibly using <named platform> and to value the unique learning opportunities it brings.

1.4. With the safeguarding of all members of our community a priority, we trust everyone will understand and endorse the sensible thinking behind the principles of acceptable use outlined in this document.

1.5. This protocol is in line with Department for Education (DfE) guidance ‘Behaviour and discipline in schools’, which states that ‘teachers’ powers to discipline include the power to discipline pupils even when they are not at school’.

**2. Expectations/Code of Conduct for Remote Learning**

2.1. For all pupils/students:

(Edit as appropriate to your setting and systems)

* I will only use school online technology for school educational purposes as directed by my teacher.
* I will only take part in ‘live’ streaming if a parent/carer is aware that I am doing so.
* I will not reveal my passwords to anyone.
* I will be responsible for my behaviour and actions when using online technology/<named platform>. This includes the resources I access and the language that I use.
* I will make sure that all my communication with other pupils/students, teachers or others who are using the technology is responsible and appropriate.
* When joining an online lesson, I will do so with my camera off and the microphone on mute.
* I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher who will follow the correct in-school safeguarding protocols. If my session finishes and I haven’t reported it, I will contact the school on <phone number>/email the school on <email address> to inform them/inform my parent/carer so that they can contact school.
* I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at the school
* I will not record or take photos of my classmates or teachers during a face-to-face session.
* I will not share any school content on social media or online platforms.
* I understand that when using <named platform> and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers and the Strategic Leadership Team.
* If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil/student who missed the live lesson.
* I will continue to follow the rules regarding my use of online technology as outlined in the school’s Online Safety Policy/Acceptable User Agreement which can be found in the school homework planner/on the school website.
* I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.
* I understand that any participation in an audio or video conference on <named platform> is an extension of the classroom. The school’s expectations around behaviour are the same as when in a classroom environment.
* A reminder of expectations:
* Be on time for your interactive session
* Be dressed appropriately for learning (e.g. no pyjamas/nightwear)
* Remain attentive during sessions
* Interact patiently and respectfully with your teachers and peers
* You may use the chat or hands up function to ask a question. On some mobile devices there is only the chat functions available. No images should be shared via the chat function. Appropriate language should be used at all times in line with the schools behaviour policy.
* Be in an open/shared space in your house, not a bedroom. If you are in a bedroom, then you should move location.
* You must not record each other’s online interactions. If the lesson is to be recorded, this will be done by the teacher.
* Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.
* Do not share any private information over <named platform>. If you have a pastoral/safeguarding concern, contact the school via phone or email.
* You should never be in a 1 – 1 discussion with a member of staff over <named platform>. If this happens then another member of staff will be called upon to join the online learning.

2.2. Parents should note that face to face communication is only between teachers and pupils/students. Any parent/carer to teacher communication must not happen over <named platform>. Parents/carers must contact the school directly via phone or email.

**3. Further Rules and Guidelines for Pupils/Students**

3.1. It is strongly recommended that you follow the school timetable as far as possible.

3.2. Please complete tasks as they are set for each lesson. Depending on the circumstances, teachers will aim to be available when they would normally be teaching you in order to answer questions. If this is not possible then work will be set through <named platform> or by email.

3.3. As soon as you have completed tasks, please tell your teacher. Please submit all pieces of work on time.

3.4. Normal homework will continue to be set via <named platform>.

3.5. If you do not engage with home learning set by the school then parents/carers will be contacted in the first instance to determine whether support is required to access <named platform> or whether paper resources are required. Follow up calls may be required should you continue to not complete work set.

**4. Sanctions**

4.1. For students/pupils who do not conform to the Behaviour Policy/the Student Code of Conduct/Acceptable Use Policy/this protocol when using <named platform>, the school reserves the right to remove them from the platform for a fixed period of time.

4.2. Where a student/pupil has been removed from a <named platform> session the classteacher/Head of Department will contact home. For any repeated poor behaviour then a member of the Pastoral Team/Strategic Leadership Team will make contact.

**5. Online Safety**

5.1. Keeping pupils/students and teachers safe during remote education is essential. It is especially important for parents and carers to be aware of what their children are being asked to do, including :

* The sites they will be asked to use;
* The school staff with whom their child will be interacting.

5.2. Parents and carers will need to ensure that they set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

5.3. Useful sites to support you further include:

* [Support for parents and carers to keep children safe online](https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online) – Government publication which outlines resources to help keep children safe from different risks online and where to go to find support and advice.
* Further government guidance on [staying safe online](https://www.gov.uk/guidance/covid-19-staying-safe-online) which includes information on security and privacy settings.
* [Thinkuknow](https://www.thinkuknow.co.uk/) provides advice from the National Crime Agency (NCA) on staying safe online.
* [Parent info](https://parentinfo.org/) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
* [Childnet](https://www.childnet.com/parents-and-carers/parent-and-carer-toolkit) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.
* [Internet matters](https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world.
* [London Grid for Learning](https://www.lgfl.net/online-safety/) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online.
* [Net-aware](https://www.net-aware.org.uk/) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games.
* [Let’s Talk About It](https://www.ltai.info/staying-safe-online/) has advice for parents and carers to keep children safe from online radicalisation.
* [UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services.