



## Urmston Grammar

### Student/Staff Acceptable Use Policy (AUP)

#### for Remote Learning and Online Communication - September 2020

This document is for Urmston Grammar staff, students and parents; the guidelines are for when staff and students are using remote learning, including live streaming and other forms of online communication.

This document will be incorporated into all existing Acceptable Usage Policies for both staff and students.

#### **The purposes of this policy are:**

- to outline procedures and practice for staff, students and their parents to continue with the curriculum when the school has closed due to advice from the Government and/or Public Health England or similar body;
- to outline procedures and practice when remote learning sessions take place during the normal timetable in the academic year.

#### **Remote learning whilst self-isolating:**

During any such period, Urmston Grammar will make sure that education is provided remotely (online) so no student should fall too far behind. This policy summarises the provision of remote learning for students in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

Remote learning requires teachers and students to adapt normal classroom routines to the online world, but the normal high expectations of respectful behaviour will remain.

These expectations are consistent with Urmston Grammar's **previously signed ICT acceptable use agreement**.

#### **Student expectations:**

Students should:

- retain structure to their working day starting with logging in to Office 365/SMH (Show My Homework) at 8:30 am during the school week;
- check SMH each day to see the posts/resources required for each subject for that day. Students may then be signposted to the shared area, email messages or other online platforms;
- complete all set work and, if requested, hand in work on Office 365/SMH

Students are expected to take reasonable steps to complete learning tasks in the timescales set by teachers so as to maintain progress in their studies.

Staff will be understanding in regard to genuine reasons for delays to the completion of set tasks so it is important to keep in regular contact to inform them of any issues that might cause delays in the completion of set work.

All students have a responsibility to alert staff if they are falling behind with work for any reason and/or need additional support. If we are not in school, students should email their teacher who may arrange for a live chat on 'Office 365 'Teams' Page' to communicate with the student.

- Students must sign off that they have completed set work as per teachers' instructions using the Office 365, SMH or subject specific apps.
- Students may need to photograph work and use the Office 365/email app to submit this to their teachers.
- If live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that students may be in their bedroom and this may not be appropriate (If this is the only place that a student can work then the door to the bedroom must be left open). Students must be dressed appropriately throughout the session. If there is a facility to blur the background – students and staff should use this. A responsible adult should be in the house when a live interactive session is being accessed.
- Under no circumstances should a student record the session or take any photos or screenshots of staff or other students.
- Interactive lessons must not be distributed via social media or any other platform.
- Students are expected to behave appropriately at all times.
- If students do not follow behaviour guidelines, then they will be asked to leave the virtual classroom and the teacher will follow the behaviour policy to ensure appropriate consequences are actioned.
- Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated. Any profile names used for on-line and distance learning must follow teacher recommendations.
- Any visual or audio file shared must be appropriate to the learning task. Staff will check the suitability of any files uploaded by students and will follow normal discipline procedures if inappropriate material is discovered.
- There is an expectation that students will engage in online collaborative work when requested by their teacher, work in a respectful and helpful manner, following instructions carefully.
- Not all lessons will expect cameras and audio to be turned on. If they are going to be used some students may be concerned about appearing on screen. The students will be allowed to keep their camera turned off – but they need to have emailed their teacher in advance to agree this.
- If there are any concerns about online learning – parents must email the subject teacher to discuss issues and look for alternative solutions.
- It is expected that students will engage in any on-line lessons in a manner as similar to regular classroom learning as possible. This includes: not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher, nor are other functions on computers.
- Students are not permitted to share links/meeting ID/passwords to on-line conference sessions with anyone else outside of the invited group.

- You may choose to disable your microphone/video camera when in a 'Teams' session according to the teacher's classroom set up instructions.

### **Teachers and remote teaching:**

- All work should be set through SMH and students should be signposted towards other platforms.
- Teachers should ensure that all resources are available online via Office 365, SMH, the shared drive or subject specific platforms.
- Teachers should be clear about the expectations of student behaviour.
- A 'classroom standard' of behaviour is expected from all participants, including teachers.
- Team teaching could help to manage online classrooms more effectively.
- Teachers should establish some ground rules; creating safe spaces and explaining these as the introduction to each session. Examples may be who can speak. If this is the first time that classes are delivered online, it may take some time in becoming familiar with the new environment. Teachers should have clear expectations for any 'chat' facilities if using MS Teams.
- Only systems approved by the SLT can be used for remote teaching e.g. Office 365, SMH and subject specific apps that have been approved previously.
  - Any electronic resources used in the lesson, including work sheets or PowerPoints used, should be shared with absent students. It is recognised that some lessons are discussion based and it is more difficult for students at home to benefit from this kind of activity. Alternative tasks should be set by the teacher if time allows.
- If teachers are going to record interactive lessons, they will need to get consent from all students at the start of the session. When the teacher starts recording on teams, a message comes up to say '**you stay in the meeting, you're consenting to the recording**'. If a student remains in the meeting they have given their consent to the recording. **All recorded lessons will be deleted after 14 days.**
- Teachers should use the usual rewards and sanctions such as UGS Points/Ladder of Consequences, and verbal praise/warnings. Teachers will email parents if there are ongoing concerns.
- Feedback should be provided at least once every two weeks - students can receive feedback through online annotation of documents, audio feedback, email feedback etc.
- Teachers must continue to track student progress and direct appropriate support and challenge as required.
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### **Issues related to some students in class and some students in a remote lesson:**

- Students who are in a classroom-based lesson, which is being streamed to students remotely, are expected to uphold the normal high expectations at UGS.
- Students in the classroom are not to become distracted by the streaming device, and must not communicate unnecessarily with the remote student- for example by talking or making visual signals to the camera.
- During live-streamed lessons, it is possible that the webcam or streaming device will at times face the classroom, rather than the board or the teacher. This will enable the remote student to view group discussion or visual demonstrations from students in class. It also provides a more immersive experience for the remote student and connects them with the classroom.
- Should any student in school have genuine concerns about being visible on a live-streamed lesson, their parents or carers must contact the school as a matter of urgency through [office@urmstongrmmar.org.uk](mailto:office@urmstongrmmar.org.uk) and mark the communication Visibility -Livestreaming Issues.

## Parent expectations:

- Parents are expected to encourage and support their child's work, this includes:
  - finding an appropriate place to work;
  - ensuring that students have some structure to the working day: start and finish times and appropriate breaks;
  - checking that set work is completed.
- Parents should be aware that we are asking staff may record interactive lessons when all students at the start of the session give consent to the recording being made by remaining online.
- If a parent does not feel that their child is able to give their verbal consent, please contact the school as a matter of urgency through [office@urmstongrmmar.org.uk](mailto:office@urmstongrmmar.org.uk) and mark the communication Verbal Consent Issues.
  - The recorded interactive lessons will only be used for the purpose of a student to access the lesson if they were unable to do so at the scheduled time.
  - All recorded lessons will be deleted after 14 days.
- Parents or other members of the student's family should not interact with the teacher or with other students during online lessons.
- Parents should contact the student's form tutor/subject teacher if there are any concerns.

## Safeguarding:

This guidance document is supported by the Safeguarding Policy at Urmston Grammar. All staff, students & parents should follow the guidelines above to safeguard all users.

Specific additions to note:

- Size of groups for home learning - we are aware of the increased level of risk around one-to-one video meetings with students and suggest that no **one to one sessions** take place unless **prior approval** is given by the Headteacher.
- Staff registering for any software/platforms that they are using with students in school, must do so with their school email address.
- The recording of still images, filmed images or audio of staff or other students without permission, and the distribution of such images, is strictly forbidden.