



# Curriculum

## Remote Learning Acceptable Use of Technology Policy

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| <i>Document Title</i>     | <i>Remote Learning Acceptable Use of Technology Policy</i> |
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| <i>Date to be Revised</i> | <i>February 2025</i>                                       |

## Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
  - Not possible to do it safely
  - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness.

## Leadership oversight and approval

Remote online learning will take place using the school sites e.g. Purple Mash, Mathletics, Reading Eggs, Oak Academy, Times Table Rocks Stars, Ed Shed etc. and the class pages on the website.

- These sites have been assessed and approved by the Headteacher
- Live Zoom 'meets' will be timetabled so that the class and teacher can stay in touch

## Contact between the school and parents/carers

Contact with the parents/carers of any child not in school will be through:

- The parent/carer's email address and staff class email addresses
  - Phone calls using the school landline or withheld numbers on mobile phones
- There will be no emailing or phone calls directly with children without the parent's supervision.

Contact with the children not in school will be through:

- Purple Mash marking on the children's Purple Mash accounts
- Phone calls, using the parent/carer's phone numbers, with the parent in attendance and their phone on speaker
- Video messages/lessons from staff uploaded to Purple Mash
- Live Zoom 'meets' involving teachers and pupils

Staff will only use Singlewell Primary School's managed accounts with learners. Use of any personal accounts or emails to communicate with children and/or parents/carers is **not** permitted.

## Role and Responsibilities

### Teaching Assistants

When assisting with remote learning, teaching assistants must be available during usual working hours, consistent with their contract of employment

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they 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 could include SEND/ vulnerable pupils they'll need to support or providing support to the teacher.
- Attending virtual meetings with teachers, parents, and pupils:
- Ensuring they meet usual school dress code applies at all times for staff
- Ensuring their work location is always professional (avoid areas with background noise, nothing inappropriate in the background etc)

### Teachers

When providing remote learning, teachers will be at school or working from home and will be working their usual directed hours Monday to Friday during term-time. If a teacher is unwell and not at school, then other adults in that year group will cover the planning for that class. All remote lessons are expected to be equivalent to the Government recommendation for that year group and reflect the ambitions of school curriculum whilst including a range of subjects. Live-streamed remote learning sessions may be held but mostly will be pre-recorded.

When providing remote learning, teachers are responsible for:

- providing email addresses to parents/carers
- providing the learning for Purple Mash
- checking the content and suitability of all videos produced
- checking the uploading has been successful
- marking and feeding back within 48 hours where possible if 'live' marking is not an option
- contacting parents/carers each week via telephone if required
- contacting parents/carers if work has not been completed, offering family support
- reporting any safeguarding concerns to the DSL just as if the learning was taking place in school

### 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 meetings with teachers and receiving feedback from children and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### SENCO

Alongside any teaching responsibilities, the Inclusion Leader is responsible for:

- contacting parents/carers of all SEND and vulnerable children
- co-ordinating the delivery of paper copies to parents/carers with no internet/technology access
- providing alternative learning tasks in collaboration with the SENCO

### Office Staff

The office staff are responsible for:

- Informing the Class Teacher by phone of the need for remote learning is needed.

### Designated Safeguarding Lead

The DSL is responsible for:

- Monitoring the safeguarding considerations of remote learning systems and contact between school and home

Mrs Michelle Brown is the Designated Safeguarding Lead (DSL).

**Additionally, the school have appointed the assistance of the further DSLs who will have delegated responsibilities and act in the DSLs absence:**

- Mrs Joanne Broad (Assistant Head Teacher)
- Mrs Rebecca Catt (Assistant Head Teacher)

### Data Protection Administrator

The Data Protection Administrator is responsible for:

- Ensuring the Data Protection Officer is informed of any breaches of data

Sandra Mason is the Data Protection Administrator and supports staff with following GDPR procedures.

### Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Complete the work set by teachers
- Seek help, if they need it, from teachers – either by informing the teacher by annotating their work or asking their parent/carer to contact their teacher

Staff can expect parents/carers with children learning remotely to:

- Ensure their child completes the work set

- Seek help from the school if they need it
- Make the school aware if their child is sick or otherwise can't complete work

### **Governing Body**

The governing body 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

### **Data Protection and Security**

Any personal data used by staff and captured by Purple Mash when delivering remote learning will be processed and stored with appropriate consent and following our GDPR and Data Protection Policy.

- Ensuring multiple parent/carer emails are blind carbon copied so they are not aware of the email addresses of others
- Not sharing any Purple Mash account details except with the parent/carer of that child.
- Ensuring teachers use 141 in front of any telephone numbers when ringing on their mobile or turning their caller ID off

Only members of the Singlewell Primary School community will be given access to the schools sites such as Purple Mash, Mathletics and Reading Eggs. Children can only access their own work. The contact via Purple Mash will only be between the teacher and each child separately. The collaborative space will be empty and therefore there is no chance of any contact between children using Purple Mash. Communication on the notice board facility will be turned off. Access to Purple Mash will be managed in line with current IT security expectations as outlined in Singlewell Primary School Acceptable Use Policy, IT Policy and this policy.

**When providing remote learning, teachers are responsible for:**

- The use of live remote learning via Zoom. This is for potential use in the classroom and at home, with adult supervision.
- Checking their surroundings/background, attire, preparation etc. and ensuring no other adults or children are in their background.
- Both the teaching assistant/cover teacher (invitee) and the class teacher (host) will need to update their technical knowledge before scheduling a meeting.

### **Behaviour Expectations**

- Staff will model safe practice and moderate behaviour online during remote learning as they would in the classroom.
- All participants are expected to behave in line with existing Singlewell Primary School policies and expectations.
- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

### Policy Breaches and Reporting Concerns

Participants are encouraged to report concerns during remote learning:

- for children, reporting concerns first to their class teacher, then Assistant Headteachers, Headteacher and also telling their parent/carer

Inappropriate online behaviour will be addressed in line with existing policies such as Acceptable Use of Technology, Allegations against Staff, Anti-Bullying and Behaviour. Sanctions for deliberate misuse may include: restricting/removing use or contacting police if a criminal offence has been committed.

### Links with other policies

This Acceptable Use Policy is linked to our:

- Child Protection policy
- GDPR and Data Protection policy
- Internet Acceptable Use Policy
- Behaviour Policy
- Protocol for Live Video Calls