ST GEORGE THE MARTYR

Online Learning Policy

Adopted: Academic year 2026/27

Review: Academic year 2027/28

Aim

This policy aims to:

- Set out expectations for the school's community members' online behaviour, attitudes and activities and use of digital technology (including when devices are offline)
- Help all stakeholders to recognise that online/digital behaviour standards (including social media activity) must be upheld beyond the confines of the school gates and school day, and regardless of device or platform
- Facilitate the safe, responsible and respectful use of technology to support teaching & learning, increase attainment and prepare children and young people for the risks and opportunities of today's and tomorrow's digital world, to survive and thrive online
- Help school staff working with children to understand their roles and responsibilities to work safely and responsibly with technology and the online world:
    - for the protection and benefit of the children and young people in their care, and
    - for their own protection, minimising misplaced or malicious allegations and to better understand their own standards and practice
    - for the benefit of the school, supporting the school ethos, aims and objectives, and protecting the reputation of the school and profession
- Establish clear structures by which online misdemeanours will be treated, and procedures to follow where there are doubts or concerns (with reference to other school policies such as Behaviour Policy or Anti-Bullying Policy)

Scope

This policy applies to all members of the school community (including staff, governors, volunteers, contractors, pupils/pupils, parents/carers, visitors and community users) who have access to our digital technology, networks and systems, whether on-site or remotely, and at any time, or who use technology in their school role.

Roles and responsibilities

This school is a community and all members have a duty to behave respectfully online and offline, to use technology for teaching and learning and to prepare for life after school, and to immediately report any concerns or inappropriate behaviour, to protect staff, pupils, families and the reputation of the school. We learn together, make honest mistakes together and support each other in a world that is online and offline at the same time.

Below are the steps that staff, pupils and parents should take to ensure that live and interactive online teaching is safe and successful:

Staff

- *"Online education should follow the same principles set out in your school's staff behaviour policy (sometimes known as a code of conduct)." – DfE Safeguarding and remote education during coronavirus (COVID-19).* The guidance in the Staff Handbook applies in the same way. This includes dress code, the staff relationship guidelines, safeguarding procedures and fire evacuation procedures.
- Our behaviour policy aims apply in the same way:

  - To promote a positive ethos of learning and respect for others where all groups of children make every effort to ensure that others learn and thrive in an atmosphere of respect and dignity.
  - To enable children to show very high levels of engagement, courtesy, collaboration and cooperation in and out of lessons.
  - To promote excellent attitudes to leaning.
  - To help children become highly adept at managing their own behaviour.
  - To foster a culture of responsibility for actions and consequences.
  - To reward positive behaviour individually, in the class, in the playground and during collective worship.
  - To provide a clear, systematic and consistently applied structure of rewards and consequences towards positive and inappropriate behaviour respectively.
  - To help children become acutely aware of different forms of bullying and actively try to prevent it from occurring.
  - To promote and model positive behaviour for **citizens of the future**.

- With the exception of specific circumstances where parent/carers have given written emailed consent for 1-to-1 teaching, live streaming lessons/classes should only be delivered to groups.
- All online meetings should take place during school hours (9.00 – 5.00). *"Staff should only contact children during normal school hours, or at times agreed by the school leadership team" - DfE Safeguarding and remote education during coronavirus (COVID-19)*
- All online meetings should happen on school devices, not personal devices.
- Meetings should be set up from the staff's school account.
- Before the meeting begins, staff must ensure that they are dressed professionally and that they are in a quiet space with an appropriate background. This includes ensuring that there are no inappropriate objects/information (including information which could be used for ID fraud).
- Language should remain professional and appropriate at all times.
- You are in charge because you're the teacher.
- Open the meeting 5 minutes before the meeting time. Click on **Security** at the bottom of the call. Under 'Allow participants to:'
  - UNTICK Share Screen

- UNTICK Chat
- UNTICK Rename Themselves - UNTICK Unmute Themselves.
- DO NOT UNTICK '**ENABLE WAITING ROOM**'.

- Click on Participants at the bottom of the screen. This will show you the waiting room. Click **Admit All.**
- Continue to look at the waiting room throughout the meeting to admit children who arrive late.
- You have control over when children can speak. This isn't because you want them to be silent but because, like in the classroom, only one person can talk at a time.
- Invite children to put their hand up to ask to say something. They should do this by putting their hand next to their face. You will write down names of children asking to speak on your notepad and will choose them when it is their turn. Unmute that pupil when it is their turn to talk and then put mute back on when they are finished speaking.
- If a pupil someone is being poorly behaved, remind them then you may have to turn their video off so that we can't see them. They will always be able to see and hear you, unless you decide to remove them from the meeting.
- You will decide when the meeting ends. Ensure that you END the meeting rather than LEAVE the meeting.
- There is a small chance that something happens to your internet connection, or your laptop crashes. In this case the children must all leave the meeting too. Do not carry on without you the teacher.
- *"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 child protection policy and where appropriate referrals should continue to be made to children's social care and as required the police." – DfE Coronavirus (COVID-19): safeguarding in schools, colleges and other providers, May 2020.*
  Keep a school information form and pen on your desk during the meeting to note down anything of concern. At the end of the call, report all concerns to the designated safeguarding lead.

Pupils

- At our school we value and respect others. These rules are essential if we are to have a safe and productive learning environment.
- The school's Golden Rules apply in the same way during online meetings.
  - Do be kind, helpful and polite. Don't hurt people's feelings by being rude or unkind.
  - Do be gentle. Don't hurt or play fight.
  - Do listen to people and follow instructions. Don't ignore people or interrupt them.
  - Do look after our things. Don't waste or damage things.
  - Do be honest. Don't lie or cover up the truth.

- Do understand it's OK to make mistakes. Don't laugh at those who are brave enough to have a go.
- Do work hard and try your best. Don't waste time or give up easily.

- Language (spoken and written) must be appropriate and polite, including any family members who are within range of the electronic device's speaker. Arrive on time to meetings.
- You may be in a waiting room for a short time when you arrive before the teacher invites you to join the meeting.
- Make sure that you have chosen somewhere quiet to sit with a device for the meeting. Think about who or what is in the background to make sure that it is appropriate for your classmates and teacher to see.
- Enable video and audio for the meeting. Your teacher will choose to disable microphones for all pupils to start with and invite you to unmute when it is your turn to speak.
- If the teacher asks a question, wave your fingers next to your face to show that you would like to speak.
- If you would like to ask a question, wave your fingers next to your face to show that you would like to speak.
- Do not use an emoji or avatar instead of your face for the meeting.
- Take responsibility for your learning by participating in the whole session, completing the task that your teacher sets you and responding to questions.
- Do not record lessons in any format.
- Do not share or adapt meeting recordings or take screen shots.
- If you say anything inappropriate whilst you are being invited to speak, the teacher can choose to disable your microphone.
- If you show anything inappropriate on your screen, the teacher can choose to remove the video option for you.
- If the teacher's internet connection fails and they leave the meeting, please leave the meeting too.
- If your internet connection fails during the meeting, please try to re-join the meeting once this has been fixed. If this is not possible, do not worry.
- The teacher will tell you when the meeting is coming to a close. They will invite you to leave the meeting by clicking on the 'leave' button.

Parents

We will sometimes use online learning resources to support our pupils.

Online learning cannot fully substitute the quality of a face-to-face classroom but it can be a useful tool. Parents are requested to support us in ensuring that pupils participate in online learning.

- It is expected that all pupils attend sessions and engage with their teacher. If pupils cannot attend the online learning, please let school know the reason. If there is any difficulty in accessing a suitable device for the meeting, please inform school of this. We may be able to help.

- Please support your child to arrive at the meeting on time.
- Please provide your child with a pencil and paper so that they can record any work or ideas that their teacher is inviting them to complete.
- You must not digitally record the lessons in any format
- You must not share or adapt lesson recordings, take screen shots, or use them for any purpose other than your child accessing the content of the lesson
- Parents and family members are also requested to respect the online pupil and teacher meeting and not to get into conversations with the pupil or teacher whilst sessions are underway. If you need to speak to the teacher, please do so at a later date.
- Be mindful that the other pupils at the meeting might see or hear anything happening in the background of your child's device. Support your child to find a suitable place to sit with the device while the meeting is take place.
- If your internet connection fails during the meeting, please do try to help your child to re-join the meeting where possible. If this is not possible, please support your child so that they do not worry about this.
- *"If you have downloaded new apps or bought new devices like web cams or tablets, remember to adjust the privacy and security settings to suit you." – DfE Coronavirus (COVID-19) - staying safe online*
- https://www.internetmatters.org/parental-controls/ Visit this website to switch on family-friendly filters. This will help to prevent inappropriate content being accessed at home*. "Parental controls put you in control of what your child can see." DfE Coronavirus (COVID-19) - staying safe online*
- Should anything be seen, spoken about or alluded to that constitutes a safeguarding concern, this will be passed to a member of the school's safeguarding team.
- *"Children and young people are likely to spend more time online due to social distancing. Talk to them regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them." – Undertaking remote teaching safely, NSPCC April 2020*