

Acceptable Use Guidelines

Specifically for delivering and accessing online lessons during Covid 19 school closures and/or self-isolation of pupils/staff

All online activity will be conducted to the same safeguarding standards and behaviour expectations as you would see in the classroom at Our Lady & St. Anne's RC Primary School.

In the event of pupils having to self-isolate/school closures due to Covid 19, teachers will provide learning/ deliver lessons online. These may be uploaded online lessons (in the event of pupils self-isolating) or, in the event of school closure, live lessons hosted by the teacher in a safe, secure and controlled online environment using the video conferencing facility in Microsoft Teams.

If a teacher enables the video function then their head and shoulders are visible, as are the pupil's head and shoulders. This guidance covers what needs to be considered to ensure staff and children are protected during this process.

Guidelines for online learning: Staff

You should conduct yourself online as you would in class.

What does this mean when you are delivering a Teams lesson **when NOT in school?**

- You should only use your school email to send invites to the lesson.
- You should start and end the Teams lesson according to your scheduled times.
- You should record each online lesson delivered with the start and end time, all participants invited and all who participated in the lesson.
- You should stop the lesson if there is only one pupil with you on-line and reschedule it.
- You should not have your mobile phone with you whilst delivering your lesson.
- You should take deliver the Teams lesson in an appropriate room. A bedroom is not appropriate. Enable your camera before you go live to check what is visible in your background. Remove any personal information or inappropriate items that are visible.
- Ensure that there will be no interruptions during your streaming (such as family members in the background).
- You should dress according to the school's dress code listed in the school's Code of Conduct.
- Remind all lesson participants to have their microphones off and only ask questions via the Chat function. This way you can monitor what is shared with the other pupils.

- Remind your pupils of the expectations (listed in their guidance) at the start of your lesson.
- You should not have drinks (other than water) or eat any food whilst delivering the lesson.

Guidelines for online learning: Pupils

If teachers are delivering your lessons from home due to school closure these will not be classroom-based. Instead, they will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Teams.

If you are self-isolating then you will access the classroom based lessons using Teams.

If a teacher enables video then their head and shoulders are visible, as are your head and shoulders.

A lesson will be discontinued if there is only one pupil and one teacher on-line and will be rescheduled.

You should behave online as you would behave in class.

What does this mean when you are taking part in a Teams lesson **when NOT in school?**

- You should not seek to disrupt or distract either your own learning or those of others with inappropriate use of the digital tools.
- If you feel uncomfortable or feel that anything inappropriate has happened in the virtual environment you should contact Mr. M O'Brien, Headteacher via ourladyadmin@olsa.org.uk
- You should turn up for a Teams lesson on time and with the appropriate equipment for that subject.
- You should end the Teams lesson when the teacher tells you it has finished.
- You should not have a mobile phone with you when the lesson is taking place.
- You should not take part in the Teams lesson in your bedroom: use another room/area in the house.
- You must not take photos or screen shots at any point in the lesson.
- All work uploaded to Teams should be your own.
- You should stay focused and quiet when involved in a Teams lesson.
- You should dress as you would for a non-uniform day at Our Lady & St. Anne's.
- You should know how to communicate with the teacher, and with other students, during the Teams lesson, and you should follow these rules throughout.
- You should ask permission to leave your Teams lesson (for example, to go to the toilet); **this should be done via the Chat function**
- You should not have drinks (other than water) or eat any food during the lesson.

Guidelines for online learning: Parents

In the event of school closure, teachers will be streaming lessons from home; these will not be classroom-based.

Instead, they will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Teams.

If a teacher enables video then their head and shoulders are visible, as are the pupil's head and shoulders.

Parents can play a vital role in supporting their children during this period.

Our advice would be:

- Keep in regular contact with your child's school by ensuring you access updates on the school website, Parenthub, direct emails or direct messages.
- Get to know your child's timetable and check which lessons they are going to be having online.
- Be strict about where these lessons are happening: ideally they should be done in a quiet/**private** place (such as a dining room or office) where interruption and distraction is kept to a minimum. A bedroom is not appropriate.
- Doublecheck that nothing personal (such as images or messages) are visible, either on desktops or in the background.
- Check that work being set by teachers is being submitted and that deadlines are being met.
- Make sure that your child dresses appropriately for any online lessons.