

We ask all staff at Tower College to read and carefully review this Online Learning Agreement. It is an addendum to the existing policies and procedures in place for use of the Internet and of ICT. This is a document that outlines how we expect you to conduct yourself when you are teaching remotely.

Please note that you do not have to be 'live' online in respect of your face or voice. You must, however, be present in your 'Team' for the duration of the lesson to answer typed questions. It is advisable to at least have audio contact for some part of the lesson as you may well find yourself typing an inordinate amount of text.

Please be aware that Senior Managers will maintain oversight of lessons held remotely through regular monitoring in Microsoft Teams.

## **Safety First**

**Key e-safety messages and understanding should be reinforced as part of each lesson.**

- Staff should reinforce e-safety messages during lessons and when setting work that requires access to the internet. This includes access to messaging systems, internet notice boards, virtual learning environments (VLEs) and other internet based educational resource environments.
- Pupils should be encouraged to be critically aware of the content they access on-line and be guided to validate the accuracy of information.
- Pupils should also be taught to acknowledge the source of information used – never to plagiarise - and to respect copyright when using material accessed on the internet.
- Support for pupils in the online space should never be brokered to any third parties, and any support that is effected through the use of Microsoft Teams should only include Tower College staff who have been DBS checked.
- Bullying is an unfortunate feature of the online environment and the perceived anonymity can add to this. Staff should be alert to pupils working in groups online where suddenly the relationships seem to break down.
- If staff feel that the system is not being used appropriately – the same protocols exist as if the school were functioning normally. The DSL (Mrs Melling) has the same responsibilities for safeguarding and should be the first port of call for any concerns about the online safety of our pupils.
- Behavioural issues should be dealt with in line with the school's Behaviour Policy and sanctions can be applied that will be effected once the school is back in operation on site.

## **Code of Conduct**

- Always behave appropriately online as you would do in the classroom, ensuring that your standards of dress match the standards expected in school.
- Set appropriate boundaries and maintain the same professional standards as you would at school. Online working should not lead to a relaxation in staff pupil protocols.
- Never make inappropriate jokes or comments online.
- Any digital communication between staff and pupils, or parents and guardians should be professional in tone and content.
- Contact with pupils should only be through Microsoft Teams. Other methods of contact such as phones, private email or social media accounts should not be used under any circumstances. This does not mean that you cannot access Microsoft Teams on your phone, iPad etc. It means that you mustn't phone them directly on their mobile or write to their private email etc.
- Never follow or interact with pupils on your personal social media account.

## **Choosing a venue**

- Choose a suitable venue for conducting the lesson. This should never appear to be a bedroom or personal space. In other words, there may well be a bed in room, but don't have it on camera.
- Try to ensure that it is a quiet space, with no ambient noise, and friends and family are not visible during a lesson.
- Always check what is visible on screen to the pupil - avoid including inappropriate personal items, paintings/posters etc.
- Make sure there is never a possibility of strangers having access to your screen.

## Staff Responsibilities

- **Class and Subject Teachers** are responsible for offering guidance and support to their pupils on how to manage their online learning and for referring pupils to the appropriate sources of academic or welfare advice when necessary.
- Staff will be expected to have knowledge of the individual pupil's programme of study, keeping that pupil up to date with expectations of delivery and assessment and to be pro-active in communicating with the pupils in their subject area. All assessment must be recorded in the 'Assignment' section of Teams so that all pupils can be tracked.
- **SMT** will check the usage logs to ensure that lessons are taking place at the appropriate times and that staff are available to the pupils during their timetabled lessons.
- **Pupils/Parents** are responsible for attending online sessions with teachers, for being adequately prepared for online lessons, and for communicating with the online teacher if for any reason they are unable to attend these sessions.
- **Teachers** are responsible for ensuring that all pupils are logging in to online activity, are present during their online lessons and meet the expectations for attendance as if they were in school.

## Conducting the Lesson

- Make sure your equipment and materials are organized in advance of your lesson. Be prepared.
- Be strict about class times and stick to them.
- Maintain your presence as you would in class.
- Clear lesson plans are advisable to cover the focus areas within the timeframe.
- Give written feedback, and oral feedback in the lesson.
- Do not interrupt lessons to search for refreshments. Do not eat snacks or meals during lessons.
- Through sickness, absence or the nature of your teaching responsibilities there may be a possibility that you work with only one pupil at a time. Please treat this eventuality exactly as you would at school.
- Once the lesson is over, ensure that you are the last to leave the online lesson. Pupils must not be left unattended.

## Data Protection

- Under GDPR all online content from a pupil could be regarded as personal data and is subject to the provisions under the Data Protection Act.
- The names, emails and phone numbers of students are personal data. This means that only relevant people should have access, and the information should only be kept as long as it is required.
- Personal data should only be used to assist you to carry out your work. It must not be given out to people who have no right to see it.
- All staff should maintain the security of all computerized databases of information on individuals, whether they are staff, pupils or members of the general public. Any queries in this regard should be referred to the Principal.
- Pupil data should not be kept on the private devices of staff unless protected by a secure password.

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**I have read and understand the above requirements and agree to follow them.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **NOTES ON THE USE OF MICROSOFT TEAMS**

Microsoft Teams is a closed system for those of us using it under the school's Microsoft licence but it is a powerful piece of software with a number of collaborative tools and staff should be alert to the fact that pupils may well have better mastery of it than themselves. For example, Teams provides a facility for pupils to set up their own groups.

There is end to end encryption contained in the software and this can be enabled which means that "chats" can be private for groups/users.

All calls and group chats/videos can be recorded and it is recommended that all lessons are recorded especially where staff are conducting a one to one session.

If there are difficulties with the connections for staff or the pupil the lesson should be suspended, the issue reported to the IT team and the "lesson" resumed once the connection problems have been solved.