

Shurdington CofE Primary  
Be the **BEST** we can be, through love.

**Believe Enjoy Succeed Together**

'Love God and love your neighbour as you love yourself.'

Matthew 22, verses 37 and 39.

### **Remote Learning Acceptable Use Policy Agreement**

Shurdington Church of England policies are written in the spirit of Christian values

The Remote Learning Acceptable Use Policy is in place to safeguard all members of Shurdington Primary School's community when remote learning is taking place **due to year group or whole school closures**.

1. 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 concerning remote learning.
  - Provide appropriate guidelines for data protection.

#### **Contact between School and Parent/Carers**

1. Contact with the parents/carers of any child not in school will be through:
  - the parent/carer's email address and staff work email addresses.
  - phone calls using the mobile phones on a withheld number, or the school landline.

#### **Contact with the children not in school will be through:**

1. Phone calls, using the parent/carer's phone numbers, with the parent in attendance.
2. Staff will only use Shurdington Primary School managed accounts with learners.
3. Use of any personal accounts to communicate with children and/or parents/carers is **not** permitted unless it is a mobile phone using a withheld number.
4. Staff will only use work provided equipment e.g. a school/setting laptop, tablet, or other mobile device following the same security arrangements as in the Staff AUP.

#### **Teachers**

When providing remote learning, teachers will be at home or school and will be working their directed hours of 8:15am and 3:30pm Monday to Friday during term-time. Teachers will:

1. Replicate the normal school timetable for that year group as closely as possible to ensure coverage of the curriculum.
2. Use Microsoft Teams check-ins at least daily to help support and assess pupils learning.
3. Provide the learning through Microsoft Teams or on the school website.
4. Check the uploading of activities and resources has been successful.
5. Mark and feedback to pupils.

6. Contact parents/carers via telephone if required.
7. Contact parents/carers if there has been little contact for a period of a week.
8. 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:

1. Monitoring the effectiveness of remote learning – through regular meetings with teachers and receiving feedback from children and parents/carers.
2. Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### **SENDCO**

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

1. contacting parents/carers of all SEND and vulnerable children.
2. Ensure provision is in place to support the learning for all SEND children.

### **Computing Lead**

The Computing subject leader is responsible for:

1. Fixing issues with systems used to set and collect work.
2. Helping staff and parents with any technical issues, they are experiencing.
3. Reviewing the security of remote learning systems and flagging any data protection breaches.

### **Paper Copies**

The school will ensure that remote learning is inclusive for all children by:

1. delivering paper copies to parents/carers with no internet/technology access.

### **Admin Staff**

1. Inform the Class Teacher by phone of the need for remote learning if individual children are self-isolating with no symptoms.

### **Designated Safeguarding Lead.**

The DSL is responsible for:

1. Monitoring the safeguarding considerations of remote learning systems and contact between school and home.
2. Mr Millin (Headteacher) is the Designated Safeguarding Lead (DSL).
3. Additionally, the school have appointed Deputy DSLs who will have delegated responsibilities and act in the DSLs absence: Mrs Jo Townsend, Mrs Laura Abraham.

### **Pupils and Parents/Carers**

Staff can expect pupils learning remotely to:

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

### **Parents/Carers**

Staff expect parents/carers with children learning remotely to:

1. Ensure their child completes the work set.
2. Seek help from the school if they need it.
3. Make the school aware if their child is sick or otherwise cannot complete work.

### **Governing Body**

The governing body is responsible for:

1. Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
2. 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 Microsoft Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our GDPR and Data Protection Policy.

1. Ensuring multiples parents/carers emails are bcc'd so they are not aware of the email addresses of others.
2. Not sharing any Microsoft Teams or email account details except with the parent/carer of that child.
3. Ensuring teachers use 141 in front of any telephone numbers when ringing on their work provided mobile.
4. All remote learning and any other online communication will take place in line with current Shurdington CE Primary School confidentiality expectations as outlined in the Confidentiality Policy.
5. Only members of Shurdington Primary School's community will be given access to Shurdington emails or Microsoft Team emails and accounts.

### **Behaviour Expectations**

1. Staff will model safe practice and moderate behaviour online during remote learning as they would in the classroom.
2. All participants are expected to behave in line with existing Shurdington CE Primary School's policies and expectations.
3. 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 Concerns.**

*Participants are encouraged to report concerns during remote learning:*

- 1. For children, reporting concerns first to their class teacher, then Senior Leadership, Headteacher and also telling their parent/carer*
- 2. For teachers, to the Senior Leadership, Headteacher or Chair of the Governing Body.*
- 3. Inappropriate online behaviour will be responded to in line with existing policies such as Acceptable Use Policy Technology, Allegations against Staff, Anti-Bullying and Behaviour Policy.*
- 4. Sanctions for deliberate misuse may include restricting/removing use, contacting police if a criminal offence has been committed.*