Live online Learning Policy

Policy Number	V4
Review Date	Decemeber 2024
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Contents:

Statement of intent

At Oak Tree School, we understand the need to continually deliver high-quality education. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all students have access to online lessons where required.

Through the implementation of this policy, we aim to address the key concerns associated with live online lessons, such as: systems and technology, safeguarding, conduct and accessibility.

This policy aims to:

- Minimise the disruption to students' education and delivery of the curriculum.
- Ensure provision is in place so that all students have access to high-quality lesson content.
- Protect students from the risks associated with using an online lesson platform through the internet.
- Ensure staff and student data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during live online lessons.
- Ensure all students have the provisions required to take part in live online lessons.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2021----) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2019) 'School attendance'

1.2. This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Behaviour For Learning Policy
- Online Safety Policy
- Staff Code of Conduct
- Student Code of Conduct (Student Learning Agreement)
- Acceptable Use Agreement – Students
- Technology Acceptable Use Agreement – Staff

2. Roles and responsibilities

2.1. The Headteacher and DSL are responsible for:

- Ensuring that Oak Tree School has robust risk management procedures in place.
- Evaluating the effectiveness of Oak Tree School's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the head teacher.

2.2. The headteacher is responsible for:

- Ensuring staff, parents/ carers/ clients and students adhere to the relevant policies at all times.
- Reminding all staff, parents/ carers/ clients and students regarding e-safety and keeping safe online particularly in those circumstances where students are using their own devices.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with live online lessons..

- Ensuring that there are arrangements in place for monitoring incidents associated with live online lessons.

- Ensuring that Oak Tree School has the resources necessary to carry out the procedures in this policy.

- Reviewing the effectiveness of this policy on an annual basis in conjunction with the SLT and communicating any changes to staff, parents/ carers/ clients and students.

- Arranging any additional training staff may require to support students with live online lessons.

- Conducting weekly reviews of the live online lesson arrangements to ensure students' education does not suffer.

2.3.   Staff members are responsible for:

- Adhering to this policy at all times during periods of live online lesson usage.

- Reminding students and parents/ carers/ clients of how to keep safe online.

- Reporting any safeguarding incidents and concerns to the DSL and asking for guidance as appropriate.

- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.

- Reporting any defects on school-owned equipment used for live online lessons to the ICT support team in Bolton.

- Adhering to the OFG Staff Code of Conduct at all times.

2.4.   The SENCO/ head teacher is responsible for:

- Liaising with the IT Application Specialist / IT support team in Bolton/ School's ICT technician/ ADL Network School Champions to ensure that the technology used for live online lessons is accessible to the majority of [Challenge: ALL] students and that reasonable adjustments are made where required.

- Ensuring that students with EHC plans continue to have their needs met during live online lessons, and liaising with the head teacher and others internally and externally to the network, to make any alternate arrangements for students with EHC plans and student passports.

- Identifying the level of support or intervention that is required while students with SEND take part in live online lessons.

- Ensuring that the live online lesson provision put in place for students with SEND is monitored for its effectiveness while remote learning is undertaken.

2.5.   The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding live online lessons.

- Reminding students and parents/ carers/ clients of how to keep safe online.

- Liaising with the IT Application Specialist / IT support team in Bolton/ School's ICT technician/ ADL Network School Champion to ensure that all technology used for live online lessons is suitable for its purpose and will protect students, as far as possible in an online environment, acknowledging many students use their own personal devices.

- Identifying vulnerable students who may be at risk if they take part in live online lessons.

- Ensuring that child protection plans are enforced if vulnerable students take part in live online lessons.

- Identifying the level of support or intervention required while students take part in live online lessons and ensuring appropriate measures are in place.

- Assisting teachers with all live online lesson planning to ensure the correct safeguarding measures are in place.

3. Systems and technology

3.1.   Staff will be told to only download software for live online lessons from a trusted source, e.g. **Zoom.us - the provider's official website**.

3.2.   The head teacher will research and seek advice from the ADL for the best provider to use for live online lessons, taking into account ease of use, privacy measures and suitability for the purposes of live online lessons.

3.3.   Staff will ensure privacy settings are adjusted appropriately on the provider's site or application.

3.4.   Staff will ensure their live online lesson service account is protected with a strong password.

3.5.   Staff will ensure they test and understand the service [The ADL blended learning management platform (Canvas) & online classroom (Zoom)] before conducting their first live online lesson.

3.6.   Staff will ensure they understand how to mute the microphone and turn off their camera on their device before their first live online lesson.

3.7.   The head teacher will arrange training for all staff in the features and tools which are available to them through ADL's chosen live online lesson system, e.g. recording to cloud, sharing files, screensharing, behaviour management techniques and safeguarding protocols.

3.8.   Oak Tree School will as far as possible ensure and advise all Oak Tree Students due to attend live online lessons have access to equipment that will enable them to participate, e.g. a laptop and internet access, safe, comfortable, appropriate and risk assessed working space, availability of a trusted adult in the vicinity, ergo mouse & headset/ microphone; to ensure they do not fall behind their peers who do have access.

3.9.   Oak Tree School in conjusction with ADL will ensure streaming and 1:1 online chat functions are disabled for students.

4. Safeguarding

4.1.   Staff will always have due regard for Safeguarding Policy whilst conducting live online lessons.

4.2.   The planning of live lessons will be shared the head teacher and DSL

4.3.   Oak Tree School in conjunction with ADL will ensure the system used for live online lessons does not have a minimum age requirement above the age bracket of students attending the lesson.

4.4.   Students will be reminded not to share private information through the live online lesson system by the teacher and during the Welcome Lesson with their Tutor.

4.5.   The teacher will remind students to not to respond to any contact requests from people they do not know when using systems for live online lessons.

4.6.   Students will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons. Students will be provided with the email address of the DSL/ Senior teacher at their school / Key Teacher to report any concerns.

4.7.   Staff will ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly.

4.8.   Support staff will be on hand to supervise and handle any sudden changes or developments, such disputes between students, that may occur during the live online lesson.

4.9.   Staff will be reminded of their safeguarding obligations and they will report any incidents or potential concerns to the DSL in line with Safeguarding Policy.

5. Personal data

5.1.   Staff will have due regard for the network's Data Protection Policy & ICT Policy at all times whilst conducting live online lessons.

5.2.   Oak Tree School will obtain consent from parents/ carers/ clients to conduct any live online lessons via letter/ email/ personal contact.

5.3.   Oak Tree School will communicate the details of how to access the live online lesson and any additional information regarding online learning to parents/ carers/ clients and students via letter/ email/ personal contact.

5.4. Oak Tree School will obtain consent from parents/ carers/ clients if any images or identifying information about any student may be used during the live online lesson, e.g. by using video conferencing, via letter/ email/ personal contact.

5.5. Oak Tree School will provide students with a login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used by students.

5.6. Staff will ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons, e.g. to report anything serious that has taken place during the online lesson.

5.7. Any data transferred between devices will be suitably encrypted. Where this is not possible, other data protection measures will be in place, such as using initials of students instead of full names.

5.8. When recording a live lesson, prior permission will be acquired from parents/ carers/ clients at induction and all members of the live lesson will be notified before the lesson commences via letter/ email/ personal contact, and reminded periodically once they have joined the live online lesson. The recording icon will be displayed at all times in all recorded lessons.

6. Student conduct

6.1. Oak Tree School will provide students will remind all students of the acceptable ICT use policy to ensure they understand their responsibilities with regards to conduct during live online lessons.

6.2. Students will be reminded that they should not be taking part in live online lessons if they are in an inappropriate setting, e.g. a bedroom.

6.3. Students will be reminded not to record live online lessons on their devices.

6.4. Students will be reminded to use the microphone in class when they are prompted to do so or have a question about the lesson.

6.5. Students will be reminded to adhere to the Promoting Good Behaviour Policy at all times during live online lessons, as they would during a normal school day.

6.6. Oak Tree School will ensure that any students who breach the code of conduct will be disciplined in line with the Promoting Good Behaviour Policy .

7. Staff conduct

7.1. Staff will be required to re-read the OFG Staff Code of Conduct prior to carrying out live online lessons to ensure they understand their responsibilities with regards to conduct during live online lessons.

7.2. Oak Tree School will ensure that staff read, sign and return the Technology Acceptable Use Agreement – Staff prior to commencing live online lessons.

7.3. Staff will only use school-provided email addresses and phone numbers to communicate with students/ parents/ carers when conducting live online lessons.

7.4. Staff will only use school-owned devices for conducting live online lessons, where possible. Where personal devices are used, staff will inform the head teacher and get express permission to use such devices.

7.5. Staff will not share personal information whilst conducting live online lessons.

7.6. Staff will conduct live online lessons with appropriate surroundings, e.g. sitting somewhere with a neutral background or using the Zoom classroom virtual background with appropriate imagery.

7.7. Staff will communicate with students within school hours as far as possible (or within hours agreed with Oak Tree School to suit the needs of staff).

7.8. Staff will only communicate and conduct live online lessons through channels approved by the SLT.

7.9. Staff will not commence online lessons without complying to the agreed online timetable or with confirmation that at least one other colleague (line manager or SLT) is aware that the live online lesson is taking place.

7.10. .

8. Students with SEND

8.1. Oak Tree School will ensure students with SEND receive additional support with live online lessons where needed, e.g. by careful differentiation of work or from an additional member of staff within the live online lesson via phone call or using teaching assistants and within the ADL platform to record sessions in breakout rooms.

8.2. Staff will be sensitive to the needs of any students who may be sensitive to certain topics or issues that may arise during live online lessons.

8.3. The SLT, teacher and SENCO will consider whether one-to-one lessons are appropriate in some circumstances for students with SEND.

8.4. Additional measures will be considered for students with SEND to mitigate the risk of students falling behind their peers in terms of education, e.g. paper based materials being used to compliement the online lesson learning, differentiated learning pathways through software and the ADL platform.

9. Monitoring and review

9.1. The head teacher, SENCO and DSL will review the measures outlined in this policy weekly to ensure it reflects the most up-to-date circumstances of Oak Tree School's online learning provision.

9.2.   The head teacher and SLT will schedule a review of the effectiveness of this policy termly or more frequently during the Covid-19 pandemic or in the event of local school closures.

9.3.   Any changes to this policy will be communicated to relevant stakeholders, including parents/ carers/ clients and teachers.

9.4.   The next scheduled review date of this policy is October 2023.