Bowden House School

Live Online Lesson Policy

Please note: From 22 October 2020 to the end of the 2020/2021 academic year, schools have a legal duty to provide remote education to those who require it.

Contents:

Statement of intent

At Bowden House School, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual student or for many. 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.

Signed by:

_____   Chair of Governors   Date: _____
_____

Review date : Spring Term 2022

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)
- Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2020) 'School attendance: guidance for schools'
- DfE (2020) 'Remote education good practice'

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

- Data Protection Policy
- Safeguarding & the Protection of Children Policy
- Health and Safety Policy
- Behaviour Management & Behaviour Policy
- Accessibility Policy
- Special Educational Needs and Disabilities (SEND) Policy
- E-Safety Policy
- Staff Code of Conduct
- Student Code of Conduct
- ICT Acceptable Use Policy
- Acceptable Use Agreement – Students
- Acceptable Use Agreement – Staff
- Remote Learning Provision
- Remote Learning Protocols
- Remote Live On-line Learning Policy

2. Roles and responsibilities

2.1. The Governing Body is responsible for:

- ensuring that the school has robust risk management procedures in place
- evaluating the effectiveness of the school's remote learning provision
- reviewing the effectiveness of this policy on an annual basis in conjunction with the Headteacher
- ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach

2.2. The Headteacher is responsible for:

- ensuring staff, parents/carers and students adhere to the relevant policies at all times
- 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 the 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 Governing Body and communicating any changes to staff, parents 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.
- from 22 October 2020 to the end of 2020/2021 academic year, ensuring, in collaboration with the Governing Body, that the school's live online lesson provision follows the legal obligations regarding remote education, as outlined in the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction

2.3. Staff members are responsible for:

- adhering to this policy at all times during periods of live online lesson usage
- reporting any safeguarding incidents and concerns to the DSL and asking for guidance as appropriate
- reporting any defects on school-owned equipment used for live online lessons to the ICT technician
- adhering to the Staff Code of Conduct at all times.

2.4. Staff including the SENCO, are responsible for:

- liaising with the ICT technician to ensure that the technology used for live online lessons is accessible to 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 Headteacher and other members of the SLT to make any alternate arrangements for students with EHC plans
- identifying, with the EWI Team, the level of support or intervention that is required while students in our school take part in live online lessons
- ensuring that the live online lesson provision put in place for our students 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
- liaising with the ICT technician to ensure that all technology used for live online lessons is suitable for its purpose and will protect students online
- identifying vulnerable students who may be at risk if they take part in live online lessons
- ensuring that effective safeguarding plans are enforced if vulnerable students take part in live online lessons
- identifying, with the SENCO & the EWI Team, 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.

2.6. The DPO (SBM) is responsible for:

- overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection and seeking advice from the ICT technician, when necessary
- ensuring all staff, parents, and students are aware of the data protection principles outlined in the GDPR
- ensuring that all computer programmes used for remote learning are compliant with the GDPR and the Data Protection Act 2018
- overseeing any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

3. Systems and technology

3.1. staff will be told to only download software for live online lessons from a trusted source, e.g. Apple App Store, Google Play or the provider's official website

3.2. the Education Team will research the providers the school will use for live online lessons, taking into account ease of use, privacy measures and suitability for the purposes of live online lessons. Where necessary, they will refer to government-approved resources, e.g. from the National Cyber Security Centre (NCSC) and from the UK Safer Internet Centre, when selecting their recommended providers

3.3. teaching staff will review the DfE's list of online education resources, when required and utilise these resources as necessary

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

3.5. staff will ensure their live online lesson service account is protected with a strong password and will not autosave their password on any device

3.6.   staff will ensure they test and understand the service before conducting their first live online lesson using the 'test' function, where applicable

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

3.8.   the school will ensure all students due to attend live online lessons have access to equipment that will enable them to participate, e.g. a laptop and internet access, to ensure they do not fall behind their peers who do have access

3.9.   staff will ensure streaming and online chat functions are disabled for students

3.10.   for aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers will consider using video demonstrations accompanied by supporting explanation

3.11.   for live online PE lessons where replicating in-person teaching provision is difficult to achieve, teachers will consider using video demonstrations accompanied by supporting explanation. Students will be encouraged to take regular physical exercise to maintain fitness.

4. Safeguarding

4.1.   staff will always have due regard for the school's Safeguarding & the Protection of Children Policy and other safeguarding guidance whilst conducting live online lessons

4.2.   the planning of live lessons will always be carried out in conjunction with the school's DSL

4.3.   the school 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 Education Team

4.5.   the Education Team will remind students will not to respond to 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, via email or phone. Students will be provided with the contact details of the DSL or their Mentor to report any concerns (see e-safety leaflet for students)

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 work with the Education Team

4.9. staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the school's Safeguarding & the Protection of Chidlren Policy

4.10. the school will ensure that parents/carers know what students are expected to do for a live online lesson, including the websites students will be asked to use and which school staff will be conducting the on-line sessions

4.11. the school will communicate the importance of online safety to parents/carers and encourage parents/carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. The school will inform parents/carers of the government-approved resources on child online safety to support parents/carers further (e-safety leaflet for students)

5. Personal data

5.1. staff will have due regard for the school's Data Protection Policy at all times whilst conducting live online lessons

5.2. the school will obtain consent from parents to conduct any live online lessons via e-mail or School Ping

5.3. the school will communicate the details of how to access the live online lesson and any additional information regarding online learning to parents/carers and students via email and School Ping

5.4. the school will obtain consent from parents/carers 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/e-mail or School Ping

5.5. the school will provide students with a school email address and 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, if necessary, prior permission will be acquired from parents in writing via email or School Ping and all members of the live lesson will be notified before the lesson commences via email and again once they have joined the live online lesson before recording commences.

6.   Student conduct

5.9.   the school will provide students with a copy of the Student Code of Conduct to ensure they understand their responsibilities with regards to conduct during live online lessons (see e-safety safeguarding leaflet)

5.10.   students will be reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background, where possible

5.11.   students will be reminded not to record live online lessons on their devices

5.12.   students will be reminded to adhere to the school's Behaviour Management & Behaviour Policy at all times during live online lessons, as they would during a normal school day

6. Staff conduct

6.1.   staff will be aware of the requirements set out in the Staff Code of Conduct and will ensure they understand their responsibilities with regard to conduct during live online lessons

6.2.   all staff are required to read, sign and return the Acceptable Use Agreement during their Induction

6.3.   staff will only use school-provided email addresses and phone numbers to communicate with students when conducting live online lessons.

6.4.   staff will only use school-owned devices for conducting live online lessons, where possible

6.5.   staff will not share personal information whilst conducting live online lessons

6.6.   staff will ensure they conduct their live online lesson from an appropriate location – either the classroom or other room in the school or if this is not possible, from a quiet area in their home which has a neutral background, where possible

6.7.   staff will communicate with students within school hours as far as possible (or within hours agreed with the school to suit the needs of staff)

6.8.   staff will only communicate and conduct live online lessons through channels approved by the SLT

6.9.   staff will not commence online lessons until at least one other colleague is aware that the live online lesson is taking place

6.10.   staff will keep a log of what happens during live online lessons, e.g. behavioural issues or technical glitches and ensure it is properly documented

7. Students with SEND – all students in our school have SEND

7.1. the school will ensure all students receive any additional support from the Care Team or other professional/therapeutic staff in live online sessions where needed, e.g. a lesson via a phone call

7.2. 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

7.3. remote learning will predominantly be on a one-to-one

7.4. additional support normally available in school will be provided for students, e.g., differentiated materials

8. Monitoring and review

8.1. the Headteacher, SENCO and DSL will review the measures outlined in this policy to ensure it reflects the most up-to-date circumstances of the school's online learning provision.

8.2. the Headteacher and Governing Body will schedule a review of the effectiveness of this policy until the need for remote learning ceases

8.3. any changes to this policy will be communicated to parents/carers and teachers

8.4. the next scheduled review date of this policy is September 2021