

## **Redhill Primary Academy**

### **Online Learning Expectations**

#### **Introduction**

Members of the Redhill Primary Academy community, whether online or not, will adhere to the school mission of developing the whole child and involving families in the learning journey.

#### **Scope of this agreement**

This document is intended for the staff, pupils and parents at Redhill Primary Academy, to provide guidance and rules for online learning using Microsoft Teams. This guidance applies to all members of the school community who have access to the school's IT systems. In this document, 'staff' includes teaching staff, non-teaching staff, governors and regular volunteers. 'Parents' includes pupils' carers and guardians.

#### **Compliance with related school policies**

In addition to this guidance, all involved must also comply with the school's Safeguarding and Child Protection Policy, Acceptable Use Policies, Online Safety Policy, Staff Code of Conduct and Data Protection Policy.

#### **General guidance**

All communication with pupils will be done using the school systems. Staff should never use personal email (either their own or a pupil's), personal mobile phone numbers or any form of social media to communicate directly with pupils. Microsoft Teams is the communication platform within school.

Teams can be accessed either through the web app (logging in through office.com), the desktop app or through a mobile app on an iOS or Android device. As a school, we recommend accessing online lessons through a PC or laptop rather than an iOS or android device. However, if a mobile device or tablet is being used, it is advisable to download OneNote, OneDrive and Microsoft Word in order to increase compatibility.

As the staff and pupils learn how to use the system, there are likely to be mistakes made and lessons that do not go as planned. The school community asks all users for grace and kindness as we continually develop our systems.

## **Microsoft Teams Guidance for Staff**

This document is designed to help ensure each Microsoft Teams session runs as smoothly as possible. All parents/carers have received a document entitled 'Microsoft Teams Guidance for Parents' which sets out their roles and responsibilities as well as the Microsoft Teams rules. This should be read alongside this guide.

As well as our usual 'Staff Code of Conduct' some additional measures must be adhered to whilst using Microsoft Teams:

1. Sign in using your school email address and personal password.
2. Timetable each online lesson through the calendar app within Microsoft Teams and invite the intended team or individual team members as appropriate.
3. Provide remote learning resources through the assignments feature of Microsoft Teams.
4. If teaching from home, ensure you are in an appropriate room in your house. (This MUST NOT be a bedroom.)
5. Ensure the background of your video is appropriate - consider using the blurred background if necessary.
6. Do not eat or chew gum during the lesson.
7. Take a register as normal using SchoolPod and mark remote learners with an 'X' for untimetabled sessions.
8. Require that all pupils mute their microphones unless requested to unmute.
9. Do not have 1:1 meetings with individual pupils unless documented through the calendar app and agreed by a member of SLT.
10. Communicate with pupils via online lessons during the standard school day timings.

### **Safety Features of Microsoft Teams:**

- When scheduling meetings, only invite those children who will be learning remotely.
- Turn a participant's video off if they provide unwanted, distracting, or inappropriate gestures on video.
- Block unwanted, distracting or inappropriate noise from participants by muting them (if they have unmuted themselves).
- Expel a participant if there is any safeguarding or serious behaviour breach - report this to SLT as a matter of urgency.

Any concerns regarding Safeguarding must be brought to the attention of your school's DSL as a matter of urgency.

Any serious breaches of behaviour must be reported to a member of SLT as a matter of urgency.

## **Microsoft Teams Checklist for Staff**

**Please refer to this checklist for every session.**

Before the start of a lesson:

Limit screen sharing so only the teacher can present to the class.	
Ensure your background does not contain any personal information.	

At the start of a lesson:

Check the names of participants who have been invited to the meeting very carefully - only permit those on the register for that lesson - if you are unsure, do not allow them to enter.	
Complete a register of participants before commencing any teaching.	
Remind participants to mute their microphones and keep them muted until asked to unmute.	
Remind participants of the school rules & behaviour expectations before starting the lesson.	
Remind participants not to share personal information and not to use chat facility unless directed.	
Scan shared screens to ensure backgrounds do not contain inappropriate or sensitive information.	

At the end of a lesson:

Ensure all participants have left the lesson.	
Ensure the lesson is ended and you have fully exited the programme before leaving your laptop.	

## **Microsoft Teams Guidance for Pupils and Parents**

Keeping safe and staying connected are key principles at this time. Schools, along with the rest of the country, are having to innovate, to find new ways of working and communicating with pupils, colleagues and partners.

Microsoft Teams is a tool that has become very popular. We are using Microsoft Teams to facilitate online lessons when needed. The general principles of safer working with young people are outlined in our Safeguarding and Child Protection Policy which can be found on our school website. Those principles have already been distilled further in our Online Safety Policy which again can be found on our school website.

### **Downloading Microsoft Teams**

Microsoft Teams can be downloaded from the Microsoft website <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

### **User guidance**

The following website has some extensive guidance for parents. Please take the time to explore this site and read the information published.

<https://support.microsoft.com/en-us/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

### **Good Practice with Microsoft Teams**

**1. Do not share the link for online lessons.**

Each Microsoft Teams meeting has a unique link. This will be sent to a pupil's school email address and will automatically populate in the pupil's online calendar. Participants are requested not to share the link with anyone else (even if they are a known member of the school community). Instead, please direct them to the school office who will ascertain whether this information needs to be shared.

**2. Disable participant screen sharing.**

When the meetings are scheduled, host teachers will disable participant screen sharing. If the meeting required documents to be shared, this will be done through the assignments function on Microsoft Teams.

**3. Know who is in a meeting.**

Host teachers will invite the intended meeting participants beforehand. Teachers will also take registers as they would if all children were in school.

**4. Expel participants if necessary.**

Host teachers have the ability to remove a participant from the meeting. This should not need to happen unless there is a safeguarding reason or a behaviour breach.

**5. Do not instigate 1:1 calls with any teachers.**

## Microsoft Teams Checklist for Pupils and Parents

**Please refer to this checklist for every session.**

Before the start of a lesson:

Sign in with the pupil's school email address and provided password.	
Ensure that an adult is available at all times.	
Ensure that pupils are dressed in appropriate clothing. (No pajamas or dressing gowns.)	
Ensure that pupils are in an appropriate room if learning at home. (This MUST NOT be a bedroom.)	

At the start of a lesson:

Mute the pupil's microphone and ensure that it stays muted unless asked to unmute.	
Ensure that pupils do not use the chat facility unless asked to do so.	
Ensure that pupils are respectful to other participants.	
Ensure that pupils do not eat whilst participating in the online lesson.	
Remind pupils that behaviour is expected to be of the same standard as when present at school.	
Ensure that the online lesson is not recorded.	

It may be appropriate for parents to support their children by having student logins saved on their own devices/phones. Parents should not use this information to gain the contact details of teachers or other pupils. **Any misuse of communication tools in this way will be seen as a serious breach of trust and referred directly to the school Designated Safeguarding Lead and headteacher.**

Parents should respect the classroom environment and not become involved in the live lesson unless invited to do so by the host teacher.

By joining a Microsoft Teams meeting organized by Redhill Primary Academy, you agree to follow the rules stated above.