



Acceptable Use for Home Learning Policy

St Cuthbert's Catholic Primary School

Part of the Bishop Berwick Catholic Education Trust



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Next review due by:	April 2021	

Adapted in the event of teachers delivering online sessions due to partial/whole school closures or isolation

All online activity will be conducted to the same safeguarding standards and behaviour expectations as you would see in the classroom at St Cuthbert's Catholic Primary School.

Teachers could be working in school or from home where they may deliver sessions or part sessions online that will not be classroom-based. Instead, they will be hosted by the teacher in a safe, secure and controlled online environment using the video conferencing facility in Microsoft Teams.

If a teacher enables the video function, then their head and shoulders will be visible.

This guidance covers what needs to be considered to ensure staff and pupils are protected during this process.

Guidelines for online learning: Staff

What does this mean when you are delivering a session on Teams?

- You should only use your school Teams email to send invites to the session.
- You should start and end the Teams session according to your scheduled times.
- You should record each online session delivered with the start and end time, all participants invited and all who participated in the lesson.
- You should stop the session if there is only one pupil with you on-line and reschedule it.
- You should not have your mobile phone with you whilst delivering your session.
- You should deliver the Teams session in an appropriate room (a bedroom is not appropriate). Enable your camera before you go live to check what is visible in your background. Remove any personal information or inappropriate items that are visible.
- Ensure that there will be no interruptions during your streaming (such as family members in the background).
- You should dress according to the school's dress code listed in the school's Code of Conduct.
- Remind all participants to have their video and microphones turned off and to only ask questions via the Post function. This way you can monitor what is shared with the other pupils.
- Remind your pupils of the expectations at the start of the session.
- You should not have drinks or eat any food whilst delivering the session.

Guidelines for online learning: Pupils

Sessions will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Teams. Teachers may be delivering your sessions from home.

If a teacher enables the video function, then their head and shoulders will be visible.

A lesson will be discontinued if there is only one pupil and one teacher on line and will be rescheduled.

You should behave online as you would behave in class.

What does this mean when you are taking part in a Teams session?

- You should not share your username, password or personal information with anyone else.
- You should not seek to disrupt or distract either your own learning or that of others with inappropriate use of the digital tools.
- If you feel uncomfortable or feel that anything inappropriate has happened in the virtual environment, you should inform your parents, who will contact the Designated Safeguarding Lead (Mrs Barrett) or the Deputy Designated Safeguarding Leads (Miss Patterson or Miss Kerr).
- You should take part in the Teams session in a room other than your bedroom: dining room, kitchen etc.
- You will turn your camera and microphone on and off when asked to do so by your teacher.
- You should end the Teams session when the teacher tells you to.
- You should not have a mobile phone with you when the session is taking place.
- You must not take screen shots, photographs or videos at any point in the session.
- You should dress in suitable clothing (not pyjamas etc.)
- You should know how to communicate with your Teacher during the Teams session, and you should follow these rules throughout.
- You should not eat or drink during the session.
- All work uploaded to Teams should be your own.

- You will make sure that you do not use Teams as a way to communicate with friends, and understand it is a platform for learning, not socialising.

Guidelines for online learning: Parents

Teachers may be streaming sessions from home in a safe and controlled online environment using the video conferencing facility in Teams.

If a teacher enables the video function then their head and shoulders are visible.

Parents can play a vital role in supporting their children during this period.

Our advice would be:

- Keep in regular contact with your child's school by ensuring you access updates on the website, via emails or texts.
- Get to know your child's timetable and check which lessons they are going to be having online.
- Be strict about where these lessons are happening: ideally they should take place in a quiet place such as a dining room or office where interruption and distraction is kept to a minimum. A bedroom is not appropriate.
- Double-check that nothing personal (such as images, or messages) are visible, either on desktops, or in the background in case the video function is engaged.
- Check that work being set by teachers is being submitted and that deadlines are being met.
- Make sure that your child dresses appropriately for online sessions.

Please read in conjunction with:

- Pupil code of conduct
- Parental Agreement
- St Cuthbert's Remote Learning Policy