# The HENRY BEAUFORT School

*At The Henry Beaufort School, there are no limitations to success.*

# Online Learning Policy

| Policy by: | A Applin | June 2023 |
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| Consultation by: | D. Silsby | June 2023 |
| Reviewed and Recommended by: | Curriculum Committee | November 2023 |
| Approved by: | Curriculum Committee | November 2023 |
| To be Reviewed | Annually | Autumn 2025 |

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# 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who aren't in school due to a partial or full school closure

- Set out expectations for all members of the school community with regards to remote learning and its provision

- Provide appropriate guidelines for data protection

Principles:

- The Henry Beaufort School believes that whilst there is no substitute for being in the classroom, a blended approach tolearning is beneficial in some circumstances where reasonably practicable and where the adult leading the provision deems it to be of benefit. In writing this policy, the school acknowledges a number of parameters that need to be in place in order to take all possible steps to mitigate any potential safeguarding issues for students and employees alike.

- The school recognises the significant benefits of face-to-face interaction in the learning process and recognises the importance of this for online learning. It is important for a school employee, who is leading the learning or activity, tobe able to respond to student's non-verbal cues that are important to our understanding of how each individual is feeling or understanding the content.

# 2. Roles and Responsibilities

## 2.1 Teachers

When providing remote learning, teachers are responsible for:

- Setting work in line with the current requirements determined by the school leadership depending on the closure type.

- Providing feedback on work in line with the current requirements determined by the school leadership depending on the closure type.

- Attending virtual meetings with staff, parents and students as required

- Some teaching staff may be required to support learners in school in the ICT rooms to allow them to access online learning provision as directed by the Senior Leadership Team.

## 2.2 Learning Support Practitioners (LSPs)

When assisting with remote learning, Learning Support Practitioners are responsible for:

- Supporting students who aren't in school with learning remotely as directed by the SENDCO.

- Attending virtual meetings with teachers, parents and students as directed by the SENDCO.

- Some LSPs may be required to support students in school in the ICT rooms to allow them to access online learning provision as directed by the Senior Leadership Team.

## 2.3 Academic Leaders, Subject Leaders or Heads of Department including the SENDCO

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Monitoring the remote work set by teachers in their subject

- Alerting teachers to resources they can use to teach their subject remotely

- Ensuring that the wellbeing of staff they line manager is maintained whilst working remotely.

## 2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school is delegated by Mr Applin- Assistant Headteacher

- Monitoring the effectiveness of remote learning through monitoring engagement of staff and students through liaison with middle leaders.

- Sharing good practice with other colleagues as applicable.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations working with the ICT manager and HoYs

## 2.5 Designated Safeguarding Lead

The named DSL is responsible for safeguarding and Child Protection across the school.

## 2.6 IT Support Staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff and parents with any technical issues they're experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

- Assisting students and parents with accessing the internet or devices

- Monitoring school safeguarding software and raising concerns to safeguarding

- Providing students with appropriate devices or WIFI access as requested by HoYs

## 2.7 Students and Parents

Staff expect students learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time

- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers or teaching assistants

- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work

- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

- Be respectful when making any complaints or concerns known to staff

When providing remote learning, teachers may provide a mixture of live lessons, pre-recorded lessons or direct students to published tasks. The School will provide 50 minute lessons to ensure the health and wellbeing of both staff and students by providing regular breaks from the screen.

The student work from home folder can be accessed here through the school website. And materials will be placed into the online folder by teachers when live lessons are not available.
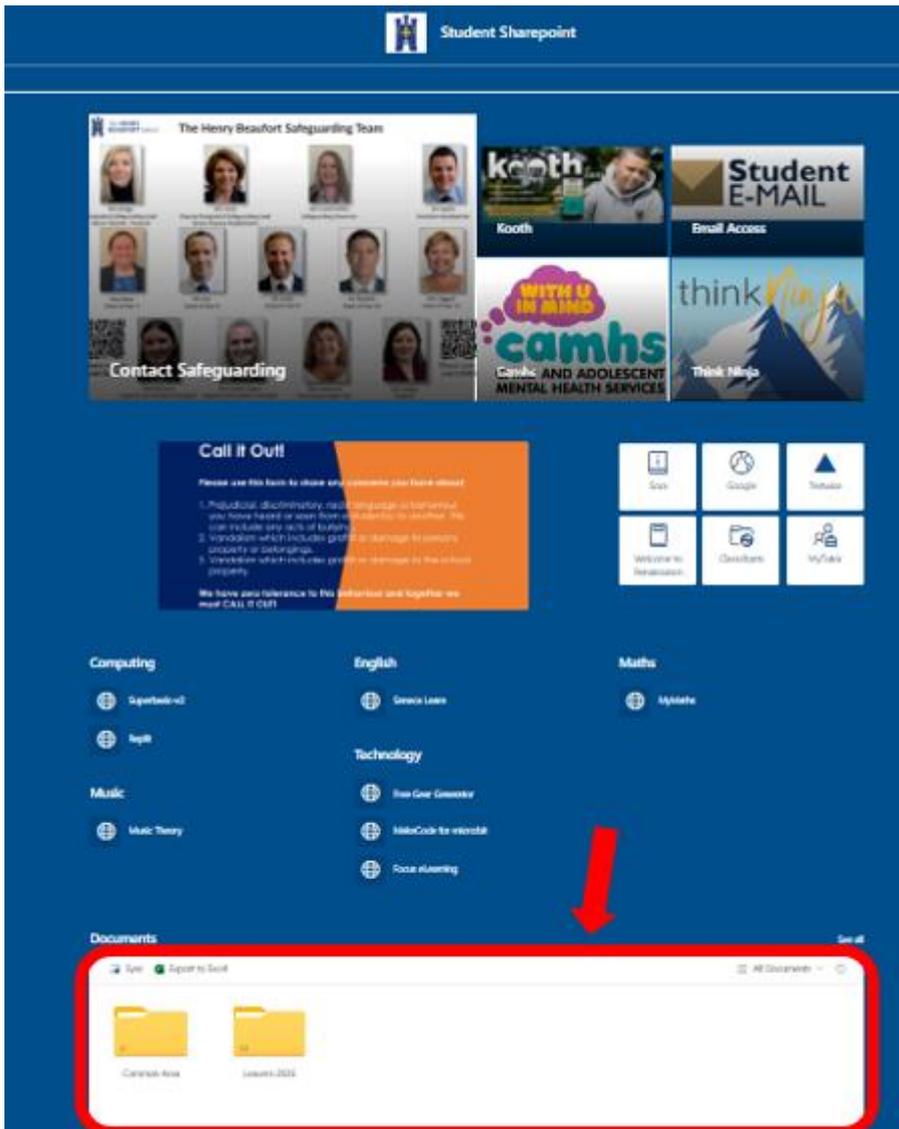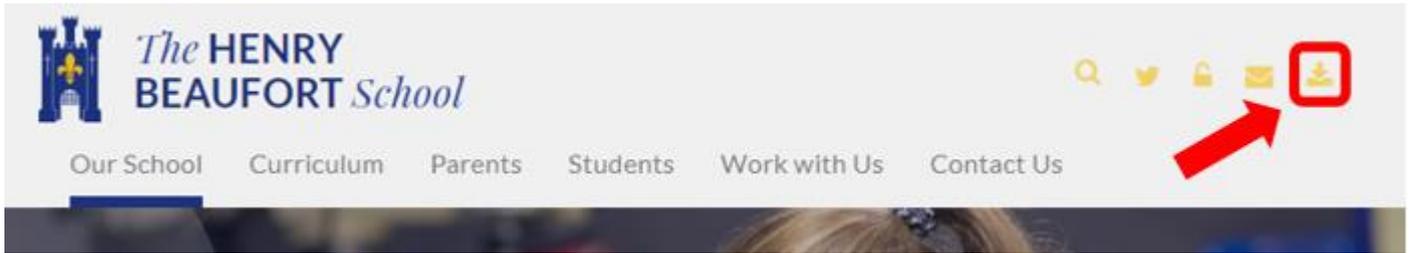




## 2.8 Heads of Year

- Are responsible for supporting teachers in keeping in touch with students who aren't in school and their parents
- Organising and communicating with those students who require on site provision during school closures with a specific focus on vulnerable groups of students.
- And supporting teachers with any behavioural issues, such as failing to complete work or misuse of ICT
- Highlighting students to IT support who may require IT provision.

**2.9 Governing body**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

# 3. Who to contact

In all cases the most effective form of initial contact is using the school email.

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO

- Issues with behaviour – talk to the relevant head of year and line manager

- Issues with IT – talk to IT support staff

- Issues with their own workload or wellbeing – talk to their line manager

- Concerns about data protection – talk to the data protection officer

- Concerns about safeguarding – talk to the DSL

If students or parents have any questions or concerns about remote learning, they should contact the following individuals:

- Issues with subject work- contact your class teacher

- Issues with wellbeing- contact your vertical tutor or Head of Year

- Issues with IT – talk to IT support staff

- Concerns about safeguarding – talk to the named DSL.

# 4. Data Protection

## 4.1 Accessing Personal Data

When accessing personal data for remote learning purposes, all staff members will:

- Use the school network and remote access as required

- Use school laptops rather than personal devices

- Staff use their school email accounts for all communication, private accounts are not permitted.

- Recorded lessons remain the property of the school and must not be shared outside of the school community.

- Online lessons will only take place using the platforms agreed by the school which is Microsoft Teams.

- Where possible, the school employee leading the learning or activity may choose to record the lesson so that it can be accessed by students at different times.

- Links to access the lesson will be sent only to students in a teacher's class or specified group and will always be in line with the school's policies for Safeguarding and safe use of ICT.

- Staff should ensure they only admit students who are using school accounts to make sure that only our students are in the session

- In relation to mentoring or emotional support for students the school will advise the Parent/ Carer about the conversation before it takes place unless the School is undertaking contact with a student as part of its Child Protection and/or Safeguarding policies.

- When presenting live video lessons or recordings blurred backgrounds are advisable particularly if done in the home or in school where confidential data may be visible.

- If a school employee chooses to record a lesson or conversation, they will ensure that only students' firstnames are used and that the recording is deleted after one month.

- Pre-recorded lessons do not need to be deleted.

- Live or recorded lessons must not be shared outside of the school community and not using social media.

- Employees of the School reserve the right to seek legal action where a breach of this policy or, an act causingharm or potential defamation, takes place.

- Staff should use 'live captions' in Teams for Live Lessons to support all learners.

Student protocols for remote learning:

- Students must use their school email accounts for all communication, private accounts are not permitted.

- Students and Parents are not permitted to film or record lessons in any way

- Serious misuse of online learning opportunities (such as making recordings without permission or, sharing images of adults or other students) will be treated under the School's Positive Behaviour Policy and may result in permanent exclusion.

- All of the School's expectations for behaviour and partnership working with students and families are transferred to online learning platforms.

- Any student who misuses the opportunity to engage with online lessons will be removed from the online lesson immediately and may be excluded from the group for a fixed period of time until reassurance can be gained that misuse will not occur in the future. Parents will be informed of any misuse by the teacher or Headof Year.

- Parents will be asked to provide their consent at the point of admission to the school for their child taking partin online learning including video; if consent is not granted, Parents must ensure that their camera is switched off throughout the lesson.

## 4.2 Processing Personal Data

Staff members may need to collect and/or share personal data such as school email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Staff should always consult DPO or IT for approval if a website or service requires access to student or staff personal identifiable information, for example names, dob, email addresses for the creation of accounts. This includes websites for converting or analyzing data.

## 4.3 Keeping Devices Secure

Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g., asterisk or currency symbol)

- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

- Ensuring that no confidential data is stored on USB Sticks or removeable hard drives

- Making sure the device locks if left inactive for a period of time

- Not sharing the device among family or friends

- Keeping operating systems up to date – always install the latest updates

- Ensuring that staff Install only approved software where appropriate

- Reporting any potential security concerns immediately to IT – ITSupport@beaufort.hants.sch.uk

# 5. Safeguarding

The most up to date safeguarding and child protection policies can be found on the school website here- The Henry Beaufort School - Reports and Policies

- Students should not have their camera on for any live lessons

- The teacher will set up the Teams meeting for live lessons that does not allow student interaction over the microphone. This will be at the teachers discretion if the lesson requires voice interaction e.g. MFL or music lessons or verbal feedback, this could include our 121 learning mentor meetings for EBSA students.

- School devices that are loaned to students for home use or devices used onsite are constantly monitored by online software securas XT https://www.securus-software.com/securus-xt/

# 6. Monitoring Arrangements

This policy will be reviewed bi-annually or as required.

# 7. Links with other policies

This policy is linked to our:
- Behaviour policy

- Child protection policy and coronavirus addendum to our child protection policy

- Data protection policy and privacy notices

- Home-school agreement

- ICT and internet acceptable use policy

- Online safety policy

# 8. Links to online user guides

The Henry Beaufort School - Online Systems