



**St John's CE Primary School,  
Rising Bridge**

Live Online Learning Policy	
Written By	Frances Brady
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***Peace   Endurance   Respect   Compassion  
Honesty***

## **Introduction**

This policy has been written to minimise the safeguarding risks of using the most appropriate and best available online technologies and virtual learning platforms during periods of school closure during the Covid pandemic, to ensure the continuity of education and safeguarding of all children of St John's CE Primary School during periods of lockdown, bubble closure or self-isolation.

## **General Expectations during an online lessons or meetings**

- At St John's we will provide live online lessons and contact where possible during the closure of school due to the Covid pandemic.
- To do this we are using a platform called Zoom for our video-calling and virtual lessons. We will use our school account for this, so there is no requirement for parents and carers to purchase or create an account.
- When we make our video call, parents will be sent an email invitation with the meeting link and the time. This email should not be forwarded or shared to anyone who is not a parent or carer of the specific year group invited to the meeting. LINKS ARE ALSO POSTED ON DOJO, WHICH ONLY PUPILS AND PARENTS CAN ACCESS.
- Staff will never email a child asking them to join a meeting without the parents knowing, and we will never ask to 'video meet' with a parent or child outside our school hours which are currently 8:30am – 4pm.
- Staff and children must wear suitable clothing, as should anyone else in the household – school uniform is not necessary.
- No 1:1s, groups only; 1:1s may be possible, subject to a risk assessment and SLT permissions if there is no other option available.
- Any computers used should be in appropriate communal areas, for example, not in bedrooms; and where possible be against a neutral background with minimal photos, artwork, identifying features, mirrors - ideally the backing should be plain or blurred.
- Language must be professional and appropriate, including any family members in the background.
- Consent is needed for the live-streaming or recording of children and adults in the images. By joining the meeting you are consenting to the recording and retention of the recording for the defined period of time under the GDPR.
- No one is permitted to take or record images of pupils for their personal use, or record virtual lessons or meetings without consent from the school leadership team.
- Any live classes may be recorded and backed up on the school server, so that if any issues were to arise, the video can be reviewed; access and retention policies need to be in place
- Live classes should be kept to a reasonable length of time and pitched at a level appropriate for the age of the year group.
- Parents must support their child with the online lesson each day by providing a quiet, appropriate learning environment at home to facilitate quality input by the

child and engage with feedback and communication given by the class teacher, communicating positively within any online meetings (e.g. Zoom) and respect the role of the teacher.

- All pupils must attempt to join all online learning lessons each day and follow school rules as if they are present in the classroom.
- We aim to have two adults on the video call where possible and we would like parents to be alongside when our call takes place.
- Staff and parents should also remind pupils about the Acceptable Use Policy agreements they have signed in school.
- Further expectations as per the Home School Agreement

### **Additional Staff Expectations during an online lessons or meetings**

- Staff will only use school devices and contact pupils only via the pupil school email address / log in – Class Dojo
- Virtual lessons are timetabled and senior staff, DSL and / or heads of department are able to drop in to any virtual lesson at any time – the online version of entering a classroom.
- Staff engaging in online learning should display the same standards of dress and conduct that they would in the real world; they should also role model this to pupils and parents.
- Resources in videos must be age appropriate - the child may not have support immediately to hand at home if they feel distressed or anxious about content  
Recording lessons does not prevent abuse.
- Senior leaders will review and amend their online safety and acceptable use policies to reflect the current situation and ensure that all relevant staff have been briefed and understand the policies and the standards of conduct expected of them have clearly defined operating times for virtual learning. Taking into account any advice published by the local authority and Department of Education and adhere to their establishment's policy
- Staff must consider the impact that virtual teaching may have on children and their parents/ carers /siblings.
- Staff should determine whether there are alternatives to virtual teaching in 'real time'- e.g., using audio only, pre-recorded lessons, existing online resources
- Only use school-registered accounts and not use any system, technology or subscription that SLT have not approved

### **GDPR & Retention policy for video recordings**

Recordings constitute personal data because they contain personal images of identifiable people. Under GDPR, this means we will record meetings, lessons and assemblies where possible for the purpose of reviewing information for accuracy, investigating any complaints that might arise, or for crime prevention and investigation.

All recordings will be saved on the secure school server or secure school laptop. Teachers may access the recording for reference. In the event of an investigation for

any reason, the recording must be moved to the secure Head teacher folder for use by the school staff or governors involved in the investigation. It will be kept until the end of the academic year, or 12 months after a complaint is resolved. Complaints are dealt with under the school complaints policy available on the school website.

## Risks

Risk	Mitigation
Pupils inappropriate conduct during lesson time	All pupils aware of expectations prior to lessons and will be subject to the usual ramifications in cases of inappropriate conduct.
Not maintaining professional standards	All staff are expected to maintain professional standards as if present in school. Please contact school with any concerns.
Setting up a separate, unmonitored lesson time or account	Staff will only set up official lessons and email parents from the school account with the invitation to join the lesson.
Inappropriate use of chat messaging on the platform and Cyberbullying	The chat function will be disabled if there is any evidence of this and the pupils referred to the acceptable usage agreement and online safety resources.
Inviting unauthorised adults into the platform	Waiting room function allows only pupils from St John's' to be allowed to enter the session.
Unauthorised making and/or sharing recordings	Parents and pupils are reminded at the start of any session that it is not permissible to record or share any part of the lesson.
Inappropriate dress or location	Refer to the expectations and request the user change location/attire to the acceptable standard before returning to the lesson.
Inappropriate content	There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.
Data Protection, poor privacy controls and security	Do not create or use an existing zoom account for them, this will make sure that your child cannot change any of our settings. Only enter a lesson using the invitation link provided.