



Google Classroom

Mossfield Primary School

Remote Learning Policy

Pupils and Parents

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1. Aims

The purpose of this policy is to provide guidelines and information to pupils, their parents and staff, surrounding the use of technology when learning remotely i.e. from a place other than school.

While this policy informs best practice for remote learning and the use of online technologies during normal school term, it is devised in response to the Covid-19 emergency and is intended to provide guidance for the conduct of remote teaching and learning during an extended unforeseen school closure.

This policy does not set out to replace our Mobile Phone or iPad Acceptable Usage Policies or Internet User policy but rather intends to be an important addition to the area of learning from a digital platform.

The policy presented here should be read also in tandem with our school's Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy.

The primary obligations that all schools have are to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all pupils under Child Protection Policy and that their data is also protected under GDPR legislation.

We must ensure that learning may be able to take place in an environment that is respectful and fair and meets its statutory duties.

2. Context

Teaching and Learning is always evolving, especially as we move deeper into the 21st century. Developments in IT provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and pupils. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher. However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a pupil and teacher, whether at home or school, the same statutory rules apply i.e. the school's expectations of behaviour and all of the school's policies.

This Policy has been developed during the Covid-19 Pandemic, when remote teaching and learning was imposed on the school community, without prior knowledge and preparation. Mossfield Primary endeavours to make it very clear to all of our partners that the values that are instilled in all of our policies remain, no matter how we change our teaching and learning methodologies or the location of that teaching and learning. This includes remote learning or when a child is being taught in an environment that is not within the school building and the teacher is working remotely and is not present with the pupil(s).

3. Guidelines on the appropriate use of Online Platforms for engaging in remote teaching and learning

Our online learning platform for all pupils and staff is Google Classroom. However, we also use many other sites and technologies which can be linked to Google Classroom, which are available through RM Unify.

Examples include-

- Other applications within Google G Suite
- Mathletics
- Purple Mash
- Oxford Owls
- Times tables rock stars

Other applications and sites may be added in the future.

All pupils have been given account details for Google Classroom / RM Unify. If problems arise with their login, they should contact the school office.

EXPECTATIONS OF PUPILS, PARENTS AND OTHERS

1. Pupils cannot choose to leave their Google Classroom once it has been assigned to them, or attempt to join another class.
2. The material created by the teacher on Google Classroom is the property of the teacher. Pupils or parents **do not** have permission to share to others outside of the class unless given direct written permission to do so by the head teacher.
3. In the case of a child isolating, but where their 'school bubble' has not been sent home – We will not be able to set work on the day we receive the notification from the family. We will endeavor to set work from the next working day
4. When working remotely, teachers will on most occasions try to communicate online during normal working hours and will endeavour not to communicate with pupils outside of these hours. However, everyone's circumstance is different and it is important to be accommodating to all members of our school workforce, especially in these uncertain times. Parents and pupils need to be aware that teachers may have to send materials/ assignments outside of regular school opening hours.

This does not mean there is an expectation on the pupil to begin work at the time it is received.

However, pupils and parents must make every effort to hand in work on time (ie by the deadline set) and ensure it is of appropriate quality and shows clear effort, commensurate with the pupils general level of ability in school.

In short, the work should be of the same standard they produce in school.

Likewise, there is never an expectation on the teacher to have to provide feedback on work or communicate with pupils outside of normal school hours.

All members of the school community are urged to turn off notifications outside of their learning/working hours.

5. All assignments set will have a deadline of reasonable length, for the work to be completed. For pupils to receive feedback on their work, they must submit it by the deadline. **If the work is not received by the deadline, it will not receive feedback or marking from the teacher.**

Teachers will only routinely give feedback on a piece of work once, and will not enter into protracted message exchanges about the feedback they have given. If a teacher thinks it educationally beneficial, they **MAY** give additional feedback support, but this will be at the sole discretion of the class teacher concerned.

6. A teacher will only correspond to a pupil who is signed up to and using the Google Classroom system, unless alternatives have been agreed in advance with both parties. Alternative technologies such as personal or work email, or social media platforms are insecure and **will not** be used by school staff.
7. Pupils may use the 'Private comments' function of Google classroom to communicate with their teacher about their work. There is no ability or need to post public comments.

8. Social media sites e.g. Facebook, Snapchat, Instagram, WhatsApp etc. to communicate with pupils is never permissible and teachers have been advised accordingly. Pupils should not attempt to discuss or share their work on these platforms, as they are not safe or secure for primary age pupils.
9. Pupils and parents should take all reasonable precautions to keep their log in details and password safe and secure. If login details become compromised, the parent should inform school immediately.
10. In cases of serious negligence or deliberate collusion with third parties which lead to log in details being compromised, the school reserves the right to suspend any users account for as long as is deemed required.
11. Pupils may have the opportunity to take part in online contact (ie live video sessions) sessions through Google 'Meet'. Pupils should:
 - a. If appropriate, mute their microphone before joining
 - b. Communicate with the teacher only through the messaging function of the meeting
 - c. Behave sensibly at all times, in particular to not distract others. The normal terms of our school behaviour policy apply at all times, including when lessons are delivered online.
 - d. Be dressed appropriately for a school lesson. The class teacher will be the arbiter of what constitutes appropriate dress.
12. The purpose of online contact sessions is to support pupils in their work. It is not an opportunity to discuss complaints or concerns from parents. There are separate channels of communication in place for this, as outlined in our school complaints policy.
13. Recordings should not be made of any online meeting through Google Meet or any other online platform used by the school. This applies to both overt and secret recordings.

The recording and distribution of any such illicit recording, by any means, will be viewed as an extremely serious breach of this policy by the school.
14. Feedback or online contact may be with a teaching assistant where deemed appropriate by the school. This feedback is seen as equally effective, and so a child's class teacher will share the marking and feedback as they see fit.
15. Whenever a pupil is signed-in to Google Classroom, Google Meet or any application on RM Unify, they must abide by the school rules and school behaviour policy.
16. Any behaviour or language deemed inappropriate during school also applies online and out of school whilst using the school remote learning systems. The consequences for such behaviour will be the same as if the pupil was in school, as they are involved in prescribed school work, on a school created platform using a school log-in, and which has been directed by school staff.

If a pupil acts in a fashion that is contrary to its expectations, they may receive a sanction and / or exclusion.

17. Any language directed towards a fellow pupil or teacher that is very aggressive, threatening or offensive may also be reported to the police or other relevant authorities.

This applies to any person making use of the school system, regardless of whether they are a pupil or not.

Each pupil / parent is responsible for their own login, and so anti- social or offensive behaviour will generally be deemed as coming from the person who owns the account.

Breaches of any of the above may lead to a sanction being imposed by school. These could include, by are not limited to-

- A verbal warning
- A written warning
- Temporary fixed term suspension of access to the school remote learning systems.
- Indefinite suspension of access to the school remote learning systems, applied until school leaders can be sure that anti-social or dangerous behaviour will not be repeated.
- Permanent suspension of access to the school remote learning systems.
- Formal School exclusion on either a temporary or permanent basis.

Senior school leaders will investigate all such cases, and apply sanctions where breaches of the policy are confirmed.

We thank the school community for adhering to the above guidelines for everyone's safety and welfare.

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