

# Coronavirus Online Learning Policy

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<b>Rationale</b>
<p>Due to school closures as part of the Government strategy to control the Coronavirus epidemic, we have decided to provide online distance learning to our pupils using Google Classrooms. The principles set out in this policy should be read <b>in addition to our existing Online Safety Policy</b>. (This is available on the school website.)</p>
<b>Suitability of Google Classrooms</b>
<p>Our chosen online learning platform is Google Classroom. This is one of the recommended Online Learning Platforms. They have checked to ensure that Google Classrooms:</p> <ul style="list-style-type: none"><li>• Complies with the General Data Protection Regulation (GDPR) and privacy and security requirements</li><li>• Operate their own secure servers and platforms to allow school to monitor and manage data security</li><li>• Have been audited by independent organisations to make sure they meet industry standards</li></ul> <p>This security does not extend to users own devices and staff should not download pupils' personal data to non-school devices.</p>
<b>Communication</b>
<p>All online contact between pupils and staff must be made through Google Classroom or other approved educational platform. For the safety of all involved this communication is visible to the teachers and all members of the SLT are able to view all communication at any time.</p> <p>Staff are responsible for acting as moderators of our online learning platform and any behaviour which falls below the high standard we expect of our pupils must be challenged to ensure that all learners are able to feel safe and supported in their online learning. As a school, we have disabled all features of Google Classrooms that are not needed (for example pupil email and peer to peer hangouts) and these will not be re-enabled without the agreement of the SLT.</p> <p>If staff need to contact a pupil or parent by phone, this should be done using the school line wherever possible. If there is no alternative, they should use the 'caller withheld' feature to ensure that the pupil / parent is not able to identify the staff member's personal contact details.</p>
<b>Online Teaching</b>
<p>Tranmere Park will not be providing online or video lessons at this time. If this changes, further guidance will be made available. Our online learning solution has been designed to be flexible and allow our families to access learning at whatever time of day suits them so as not to place unnecessary burdens on our families. All resources made available should be checked carefully to ensure that they are age/stage appropriate for pupils as they may not have support immediately to hand if they feel distressed or anxious about content.</p> <p>Our families are encouraged to complete their online learning at a time which suits them. They should not feel obliged to take part in activities at particular times. All class teachers will make themselves available for questions during previously agreed and published times, though questions may be answered outside of these at staff discretion. Work will be published by each phase at 3pm on Friday</p>

for the week ahead. There are no expectations for the format of feedback given to learners. This may take the format of a whole class post or be individualised as staff see fit to move learning forward.

### **Additional needs**

There are a range of accessibility features built into our Google Classrooms platform. More information on these features is available direct from Google (<https://edu.google.com/why-google/accessibility/> ).

## Google Classroom Acceptable Use by Staff

### General Principles

Staff should continue to act on any safeguarding or pastoral concerns they have immediately – about both children attending school and those at home.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the school safeguarding procedures. For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn or other change in behaviour.

For children who are struggling, an online 'Worry button' is provided in Google Classroom so that they can share their worries with safeguarding staff.

### Use of Google Classroom in school

We will continue to have appropriate filtering and monitoring systems in place in school. If IT staff are unavailable, our contingency plan is to access support from School ICT Services or Schools Broadband. All staff and pupils must follow these guidelines and the school Online Safety Policy (available on our website).

### Use of Google Classroom outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy. All contact with pupils must be via Google Classroom or by phone through contacting parents. Staff must ensure that all interaction with children is available for scrutiny and beyond reproach at all times.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

### Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know that our school is asking children to use Google Classroom for all work online and that this is how staff will check in with children online.
- Are aware that they or their child can use the 'Worry Button' in Google Classroom or phone/email the school office to raise a concern.
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online using the sources on our website.

## Google Classroom Acceptable Use by Pupils

### Account security and safety.

- It is the responsibility of Pupils to maintain the confidentiality of their Google account information.
- Pupils will not share usernames, passwords, or other account information.
- Pupils will report any possible unauthorized use of their accounts to a teacher or district official immediately.
- Under no circumstances will Pupils attempt to login to another student's Google account.

### Student use guidelines.

Only the Google Classroom and Docs features are currently enabled.

Student Google accounts are to be used for the following purposes only:

- Teacher-student correspondence
- Accessing/submission of classroom assignments or materials
- Creation of documents for classroom work
- Communicating with peers in an appropriate way

Pupils may not use Google Classroom accounts for:

- Bullying or harassment of other Pupils
- Sending inappropriate or immoral content or language
- Forwarding of chain mail, spam, or commercial content

### Privacy

Student Google accounts are the property of Tranmere Park Primary School. Pupils should expect Google Classroom to be subject to monitoring at all times and should not expect any documents to be private in the same way that exercise books are not private.

### Consequences of violation of acceptable use policies

Pupils who are found not to be following these rules with regard to acceptable use of student Google accounts are subject to any of the following:

- Restrictions placed upon accounts, such as limiting accounts to teacher-student communication only.
- Temporary or permanent loss of access to student Google accounts.
- Disciplinary action as determined to be appropriate by teachers and/or school leaders.