



## ONLINE LEARNING EXPECTATIONS - Granville Academy

### Introduction

Members of the Granville Academy community, whether online or not, will adhere to the school values of working hard, being kind and choosing wisely through our ambition to continue to develop our learning with a positive intent to support those around us, showing respect for one another.

This is a statement and best practice document for running remote lessons/online learning or live lessons or remote one-to-one sessions with students. These guidelines apply to all members of the school community, including staff, students, parents and visitors, who have access to and are users of the school IT systems. In this policy 'Staff' includes teaching and non-teaching staff, governors, and regular volunteers. 'Parents' includes students' carers and guardians.

### Compliance with Related School Policies

You will ensure that you comply with the Academy's Acceptable Use Policy, Safeguarding Policy, Anti-bullying Policy (including cyber-bullying), Staff Code of Conduct (for contact with students), Data Protection Policy, Records Retention Policy, Privacy Notice (all stakeholders), Data Breach Reporting Policy, Risk Management Policy and Special Educational Needs.

### General Guidance

All communication with students will be done using the school systems. Staff should **never** use personal email (either their own or a student's), personal mobile phone numbers **or any form of social media** to communicate directly with students. Gmail (school accounts), Zoom (webinars and meetings), Google classroom and Showbie are the communication platform(s) within school.

All live lessons and one-to-one calls (audio and video) should be clearly risk assessed. No classes, pastoral staff or teachers should enable video feeds to (students) unless that has been agreed by the Pastoral Vice Principal prior to the lesson and has been duly risk assessed.

As the staff and students learn how to use the system, there are likely to be mistakes made and lessons that do not go as planned. The school community asks all users for grace and kindness as we launch our virtual school.

### Staff

- Teaching staff will be expected to notify students of the relevant timetable for online learning and live lessons
- All teaching staff will be expected to have provided remote learning resources in advance
- Retain a list of attendees for registration purposes
- Be aware of our surroundings when recording or producing a live video. It is recommended that staff blur their backgrounds so nothing accidentally goes into screenshot on your video
- Do not have one-to-one video calls with students through "chat". Any one-to-one chats with parents or students should be documented
- No off timetable one-to-one meetings should be happening without the prior agreement of your Line Manager
- Communicate with students at appropriate times when using live meetings and calls. This should be during the standard school day (8.15 a.m. -4.00 p.m. ). At all other times, either use direct message or, preferably, the class channel for transparent communication, again an attempt to do this within the standard school day should be made

## Students

### I understand that

- Standard school rules apply for classroom behaviour
- If requested to engage in a video call with cameras on, I will wear suitable clothing on a video call (as should anyone else in the household who might appear on screen)
- If requested to engage in a video with cameras on, I will make sure that I am in an appropriate public area (not a bedroom)
- I will only use technology for school purposes as directed by my teacher
- If requested to join an additional 'live' stream session outside of my normal timetable, I will only do so if an adult at home knows I am doing it
- I will not reveal my passwords to anyone
- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible
- I will not deliberately browse, download, upload or forward material that I should not be viewing. If I accidentally come across any such material, I will report it immediately to my teacher or my parent/carer
- I will not share resources or videos created by my teachers with anyone who is not a student or member of staff at Granville Academy
- I will not record or take photos of my classmates or teachers during a face-to-face session
- I will not share any school content on social media platforms
- I understand that when using the applications provided by the school that my use can be monitored and logged and can be made available to my teachers
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only if it has been confirmed at the start of the session
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted

## Parents

- Parents should respect the classroom environment and not become involved in the ongoing live lessons
- Report any concerns as soon as possible

No parent or student shall record any of the online teaching or live lesson. If a teacher or member of school staff believes that this is happening, that student or parent will be ejected from the session. This will be a breach of the school Behaviour/Discipline policy and sanctions may be applied and the school may take reasonable measures to be certain that any such recording shall be deleted.

The school shall have the benefit of the copyright for all material supplied. There is no consent for any material to be shared on social media or on the internet without the express written consent of a member of the Academy Leadership Team. These rights will be actively pursued.



**WORK HARD,  
BE KIND,  
CHOOSE WISELY.**

