

## Remote Working & Learning Guidance 2020

Amended 22 June 2020

We recognise that during the Covid-19 closure period, staff, students and parents/carers are having to adapt and find new ways of working. At The Bewdley School we are focused on ensuring our students continue to receive the best quality material through a range of online learning environments.

Staff at The Bewdley School will set work for students only through the following methods:

- Show My Homework
- Microsoft Teams

These remote lessons/tasks may include using other websites, School Remote Access and learning material that will be suitable for students to access.

With students working online on their own and family devices, it is important that students keep themselves safe online and do not put themselves in any situations that may be dangerous. Students should continue to follow guidance we have delivered through E-Safety lessons and assemblies, which are documented in our E-Safety, Safeguarding and Acceptable Use policies.

While working at home, it is important that students continue to recognise the boundaries between school and home life. We recommend where possible, students complete work and use devices in family rooms in the house, rather than in private bedrooms alone.

Below are guidelines for students, staff and parents/carers to ensure that online learning is safe, secure and productive.

- All communications with staff & students are done so using **school** issued email addresses and not **personal** email accounts.
- Sharing of mobile numbers between students and staff is **not** permitted at anytime
- All lessons are hosted within our domain on Microsoft Teams, via secure access using school usernames and passwords for staff and students
- 1:1 Chats are disabled for all users (except for between staff)
- Students cannot start any form of meetings or lessons (only authorised by staff)
- Video facilities are disabled – They cannot broadcast themselves in any way through school systems. Staff have the ability to use the video facility.
- Language (verbal or written) should be appropriate to school, and should be in relation to lesson students are attending. Any inappropriate comments will be dealt with in line with the school's behaviour policy.
- Lessons are recorded so other students are able to access them at anytime
- Lessons are live audio and screensharing only **or** pre-recorded lessons (with the exception of lesson materials, which are delivered as part of the live lesson)
- Students can communicate using Audio (at staff member's approval) **or** using the conversation feature during the lesson.

- There is **no** expectation for students to use audio
- All sessions are held for **whole** class access
- Lessons are conducted where possible within the 50-minute timetabled slot, but there is no expectation for it to be entire length.

#### **Remote Learning Agreement for Students:**

- I will be respectful towards my teachers and other students at all times.
- I will not copy anything from school emails, Microsoft Teams or other platforms used by teachers, and place on any other on-line platform or social media.
- I will not record any part of an audio or video call
- I agree that my teacher may record any live video calls to ensure the safety of all pupils and staff involved
- If emailing teachers, I will use my school email
- I will maintain the same standards of behaviour when using technology at home as I would do in school knowing that all of Microsoft is monitored by school.
- If I am involved in a live lesson, I will keep my camera switched off and will never record this for myself.
- I understand that only the teacher will have the ability to schedule any form of live lesson, and this will be by invite only so that the students joining are monitored.
- I understand that deliberately breaking any of this agreement, may result in a sanction.