

# REMOTE LEARNING ACCEPTABLE USE POLICY

## Rational for Policy

School to family interactions have had to adapt since the Covid-19 outbreak. This has required teachers and pupils to adapt normal classroom routines to include remote learning. It is an expectation that the normal high levels of behaviour and interaction expected when in school will remain in place at all times when remotely taking place in lessons from home. Digital platforms such as Microsoft teams can provide opportunities for the learning of pupils to continue.

This pupil acceptable use policy intends to ensure that pupils will use email addresses and Microsoft Teams responsibly and safely.

In the event of bubble closure or self-isolation, St. Joseph's school staff will primarily use Microsoft Teams as a platform for remote learning.

OLoL CMAT schools are now fully open to all pupils and operating a full timetable of lessons.

Should any pupil test positive for Covid, St. Joseph's will provide any work via Teams but not on-line if the pupil is unwell. Should any pupil be off for a period of isolation with or without Covid but are fit and well, parents may contact the school to request access to 'on-line' lessons; it will be at the discretion of St. Joseph's as to the number and frequency of on-line lessons that can be provided during the pupil's absence.

In the case of any future lockdowns, where St. Joseph's is required to fully or partially close, a timetable will be released and we will revert back to the expectations outlined in this policy.

## Accessing Microsoft Teams

Once the permission form has been returned to school, every pupil will be provided with an email address and password. This will then allow pupils to access Microsoft Teams.

Pupils are responsible for their email addresses and their conduct when communicating on Microsoft Teams.

Pupils are expected to follow the e-safety rules taught in lessons when interacting on Microsoft Teams, including:

- Never revealing personal information, such as date of birth, address, etc.
- Use appropriate words and actions when taking part in calls and chats.
- To never share their email password with anybody other than their trusted adults.
- To only use their email address to access Microsoft Teams, pupils are not permitted to sign up to any websites using their school email address.

## Remote Learning and using Microsoft Teams

Remote live lessons will be initiated by the class teacher who will invite pupils via the Microsoft Teams app prior to the session. This invite will inform pupils of the date and start time, as well as anything they need to prepare or bring to the session.

All sessions will be recorded.

Pupils should:

- Log onto Microsoft Teams five minutes prior to the session start time.
- Have their cameras on wherever possible, with the expectation they are in a communal area, appropriately dressed and ready to learn.
- Come to lessons prepared - teachers will inform pupils of anything they need to bring when they are invited via the Microsoft Teams app.
- Not to call, chat or set up private groups between each other on Microsoft Teams.
- Not to record lessons.
- Not to share recorded lessons or resources made by teachers.
- Engage with lessons in order to actively learn rather than passively listen.
- Treat other members with respect, as they would in the classroom.
- Think carefully about what is acceptable language with regards to what they type and post.
- Hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
- Be appropriately clothed - not in nightwear etc.
- Be in a communal area of the house, e.g. lounge, dining room, kitchen.