

Bourne Education Trust remote learning policy

Definitions:

- 'Remote learning' describes the use of technologies to engage with learners and share resources, either in real time, or through the use of pre-recorded resources produced by the teacher or third parties
- 'Teams' describes Microsoft Teams software
- 'Live lessons' are those that take place synchronously, i.e. in real time, using video and/or audio to communicate
- 'Live streaming' describes the process of broadcasting a lesson in real time
- 'Stream' describes a secure video sharing platform licensed by Microsoft. Resources uploaded to Stream are only accessible within the Bourne Education Trust ('BET') community.

Introduction and purpose of the policy

This policy outlines the school's expectations in connection with any remote learning that may be required when either the teacher or some/all learners are unable to attend school for a period of time, such as in a local lockdown, individual or bubble isolation, or any eventuality requiring partial or full school closure, in line with the [Remote Education Temporary Continuity Direction](#). This policy does not cover situations where the learner absents themselves from school in contravention of school or government guidance.

This policy outlines the parameters required to ensure quality learning takes place in a secure environment that safeguards both students and the staff members when participating in remote learning.

Methodology

Live online contact with students, through live lessons or live streaming, will only take place using Microsoft Teams. If this is technically impossible for the school, the alternative technological solution proposed must be approved by both the Headteacher and BET Head of IT, and a data protection impact assessment (DPIA) completed. Under no circumstances must Zoom be used to communicate with students.

Staff will only use their official school IT account to communicate with students and their parents/carers. Contact will only be made with students through their school IT account.

Staff will use work provided equipment wherever possible. e.g. a school laptop, tablet or other mobile device, as these devices will have the necessary encryption and antivirus/firewall software installed.

Online contact with learners through Teams will normally only take place during school hours.

All live online contact with students must be recorded using the record function within Teams. This is both for safeguarding purposes (to protect all participants from unfounded allegations) and also to reflect the fact that not all students will be able to access the live session at the time of broadcast and

may need or wish to replay the session at a later time. No other method of recording live lessons must be used as this may fall outside the school's and BET's data protection and retention policies.

Recordings of lessons are only available to members of the particular Teams team, unless the team owner chooses to share more widely. Recordings are stored in Microsoft Stream and are not accessible outside the school or BET unless a team owner deliberately downloads and shares the content. This will require the Headteacher's permission.

Recordings of lessons will not be used in any performance management process unless agreed in advance by both the appraiser and appraisee. Recordings are retained within Stream in accordance with the BET data retention policy.

All participants in live lessons must be made aware that the session will be recorded. Participants who decline to be recorded will not be able to take part in the lesson.

All live lessons should be timetabled, and the timetable published in advance, so that all parties, including parents/carers, know in advance when they are scheduled.

Each setting will have its own expectations for the proportion of lessons to be delivered 'live'. The DfE document '[Guidance for full opening: schools](#)' states that remote learning programmes should 'ideally include daily contact with teachers.' Further guidance is contained within [Remote education good practice](#) from DfE.

Every Teams team should have at least 2 owners, usually the Head of Department and the member of staff. The Head of Department should be invited to all online lessons to allow 'drop ins' at any time.

Data protection, security and safeguarding

Any personal data used by staff and captured by Microsoft Teams when delivering remote learning will be processed and stored in accordance with the Data Protection Act (2018) and the BET data protection policy.

Staff using Teams for live lessons must ensure they are familiar with the following:

- Preventing students from joining a scheduled meeting/lesson before the designated start time
- Preventing students continuing the scheduled meeting or meeting chat after the end of the session
- Recording a meeting
- Muting students
- Disabling student cameras
- Monitoring the chat function
- Controlling who can present or screen share
- Adding an appropriate alternative or blurred background to prevent a breach of privacy.

This [article](#) from Microsoft outlines how to implement these strategies.

Students should be instructed to participate in the live lesson in a suitable environment, such as a communal space, or room with an open door, and whenever possible, supervised by a parent/carer.

Behaviour expectations

Staff will model safe practice and moderate behaviour online during online sessions as they would in the classroom.

All participants are expected to behave in line with existing school policies and expectations.

Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session. It would be helpful if staff included a welcome slide at the start of each live lesson, reminding participants the session is being recorded.

When live streaming, participants are required to:

- Wear appropriate dress
- Ensure backgrounds of videos are neutral (blurred if possible)
- Ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

Educational resources will be used or shared in line with existing teaching and learning policies, taking licensing and copyright into account.

Policy breaches and reporting concerns

Participants are encouraged to report concerns during remote sessions:

- If inappropriate language or behaviour takes place, participants involved will be removed from the session, or the session may be terminated, and concerns will be reported to Head of Department or Designated Safeguarding Lead ('DSL')
- Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, anti-bullying and behaviour
- Sanctions for deliberate misuse of Teams and associated technologies may include restricting/removing use, or contacting police if a criminal offence has been committed
- Any safeguarding concerns will be reported to DSL, in line with the child protection policy.

Resources:

DfE: [Safeguarding and remote education during coronavirus \(COVID-19\)](#)

LGfL: [Coronavirus safeguarding guidance](#)

NSPCC: [Undertaking remote teaching safely](#)

SWGfL: [Safer remote learning](#)

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