Online Learning Expectations Policy

History of Document

Approved by Governors: January 2021
Review date for Document: January 2022

1.   Aims

When the country is in a period of lockdown, online learning is crucial for the continuation of high quality education for our students. We wish all students at the Academy to successfully access online education. In order to achieve this; students, staff parents and carers have an important role to play in ensuring that all students have the best chance of engaging positively online.

1.1   This document aims to set out our expectations for staff, students and parents and carers while taking part in/supporting online learning.

2.   Safeguarding and Data Protection

Due to safeguarding and data protection laws (including GDPR), we stress that students/parents/carers must not video record, voice record, photograph, screen-shot, or share any part of live or pre-recorded lessons, as this will constitute a direct breach of safeguarding and data protection laws. The Academy will not hesitate to act in such instances.

3.   Parents/carers

Support from home is essential to encourage and embed good behaviour. When a student misbehaves in an online lesson, it makes the teaching of the class more difficult at an already unprecedented time. We therefore respectfully ask parents/carers to:

i.   Read this policy, along with the e-Safety Policy and discuss with your child(ren) the need for excellent conduct in online lessons and to report any issue to the class teacher or Head of Faculty/Department, following the lesson.
ii.   Contact your child's form tutor or Head of Year, at the earliest opportunity, if you feel that your child might not be able to comply with some or all of the rules here, so that we may consider alternative arrangements to support them with their learning.
iii.   Refrain from interrupting teaching, at any point, during online lessons.
iv.   Contact the Academy directly and not engage with a teacher delivering the lesson if you feel that you have identified an issue with online learning. Parents/carers must not engage with a teacher delivering their lesson.

4.   Students

Students are already aware of their responsibilities when using Academy ICT. In order to use the Academy systems, students sign the Academy's Student Acceptable Usage Policy, which along with the Academy e-Safety Policy covers their actions both in and out of the Academy (pg. 5 Joseph Leckie Academy, e-Safety Policy). When students sign the Student Acceptable Usage Policy, they sign to say that:

- They understand that they should use ICT in a responsible way.
- The Academy will monitor their communications.
- They understand the need to be polite and responsible when communicating online.
- They will not be aggressive or use inappropriate language and will respect the opinions of others.
- They understand the Academy may take action against any student, including disciplinary action where appropriate.

4.1   In addition, students have a responsibility to engage fully with online lessons and abide by the rules set by the teacher and Academy for online classes. We expect all students to follow the amended behaviour rules set out here for online lessons, and ensure that they conduct themselves in a responsible manner.

To enable everyone to get the most out of online learning, students:

i.   Must be available at their lesson time to join online lessons promptly.
ii.   Must focus on learning in lessons at all times and aim to complete all work by the deadline set. Students must not use mobile phones or distract either their teacher or their peers.
iii.   Must follow procedures for online lessons set by your teachers. For example, when asking for help, you may be asked to wait for a given point in the lesson to ask questions. You should follow this rule.
iv.   Must not just call out to ask a question. You may be asked to "wait your turn" or use the "raise your hand" feature (which is a function on Microsoft Teams).
v.   Should alert your teacher(s) if there is a genuine reason why you cannot complete work or are struggling to do so.
vi.   Should ensure that you display courtesy and respect for others when taking part in online lessons. Microphones should be muted when the teacher and other students are speaking. Teams messaging should not be used for any purpose other than learning. Students should not be messaging other students through the chat feature. Teams is an educational platform monitored by the Academy and is not a social network.
vii.   Should be respectful to staff and other students and not disturb the learning process, not disturbing the education of others.
viii. Must avoid: posting multiple or unnecessary messages, messaging other students during lessons, posting derogatory comments, or using the online platform to target other students. (This may fall under the category of online bullying.)
ix.   Should "ask if unsure" and email their teacher, form tutor, or Head of Year, where they have concerns with their work following a lesson.

5.   Staff
To ensure that everyone is able to get the most out of online learning we ask that staff:

i.   Research: make use of the guides (Teams, Forms, Stream, etc…) to support consistent and safe lesson protocols, to ensure best chance of success when teaching. For example, how to silence whole groups of students, how to remove any students who display poor behaviour online and how to avoid students taking control of slides etc.
ii.   Signpost: Establish consistent lesson routines, outlining at the start of each lesson the expected protocols for student questions, messages/posts and open discussion.
iii.   Provide resources via SharePoint, Stream, Forms, Emails and Teams for student.
iv.   Provide support via email and teams.
v.   At the end of a live lesson, class teachers must ensure that they end the lesson for all students by clicking the 'end the meeting' option, under the leave button. This will

end the lesson for all participants, rather than leaving any students still connected without supervision of a member of staff.

vi.   When making use of Teams lessons, staff have the option to record live lessons. If lessons are recorded, staff must inform students at the beginning of the lesson that the session will be recorded for future teaching and learning purposes.

6.   Remote Learning Behaviour Management

Where the online conduct of a student or group of students is cause for concern, the student(s) will be muted or removed from the online lesson and parents/carers will be contacted to discuss their child's behaviour. This also applies to the use of email. Student emails sent to staff must be courteous and respectful in tone.

Due to significant time missed already from education this year, it is essentially important that *ALL* students take not only their own education seriously, but also that of their classmates.

Where disruption caused by a student(s) impacts others in the online lesson(s), or there is evidence of inappropriate comments/use of email, the student(s) responsible may have a period of exclusion from the live online lesson(s) or have their email account suspended. This will depend on the severity of the incident.

A first incident might be in the form of a temporary ban from the subject or a block on emails for a set time. Whilst repeated instances of poor online behaviour, might mean a longer period of individual work is enforced, or a longer term ban from live online lessons/emails.

The intention of all staff at Joseph Leckie Academy is to ensure that every single student has the chance of a high quality, interactive learning experience during periods of lockdown. However, where a student(s) deliberately disrupts their own learning and the learning of others, steps will be taken to ensure that uninterrupted learning can resume for other students.

6.1   In any instance of poor behaviour online/email, the class teacher should deal with the situation as they would in school:

- Where possible and appropriate, warn the student and reiterate behaviour expectations.
- Use mute facility to ensure that students are silent when teaching with sign posted gaps in teaching where they may ask questions or "raise hand".
- Should a student disrupt learning, remove the student from the live online lesson and inform staff by email as per Hotspot, as usual.
- The class teacher supported by Head of Faculty / Department, as appropriate, will call home promptly to discuss the incident, seeking parental support for good conduct in future online lessons.
- Where a student(s) is removed from a live online lesson or they receive an email ban, due to poor online conduct, alternative work (which follows the curriculum) must be provided via SharePoint/email.

- Where a student(s) uses their emails inappropriately the same protocols will follow as in a lesson which may result in a suspension of their email account, authorised by a member of the Leadership Team.
- Where a student's behaviour is such that they receive a ban from live online lesson(s) or a temporary ban on their email account, a penalty of 50 points will be applied to the student behaviour record as per "Hotspot." Staff should not refer to this whilst teaching, but should record the offence as if the student was in school, so that a behaviour log may be kept.
- A summary of the parental discussion and outcome of the call home should be recorded in SIMs initiatives, Box 8, by the member of staff who calls home.
- Heads of Year are included in Hotspot emails and may be informed, by subject leaders, where there are repeated issues with a student's conduct online.
- Heads of Year should monitor Hotspot referrals for their year group and intervene as appropriate with LT support where required.

6.2   Removing a student from a lesson

Should a student need to be "removed" from a live online lesson or incur an email ban, the following will apply:

i.   The student will be warned, where appropriate and possible to do so.
ii.   If not appropriate or possible to warn the student (due to anonymity) or any other factors, the teacher will remove the student from the lesson, without discussion.
iii.   Parents/carers will be contacted to inform of the disruption to lesson(s) and to explain that the student will not be able to access live online lessons (in that subject area), or incur an email ban for an agreed period, up to a maximum (initially) of a week's worth of lessons.
iv.   Parents/carers will be informed of the protocol for completion of work during this time. Students should still be able to access other online lesson materials via SharePoint using the same login details as for online lessons. Where a student has no access to online materials, hard copies may be collected/posted home.[1]
v.   Students will complete their work for the subject as per their timetable.
vi.   Parents/carers may be contacted again (prior to re-joining the lesson) so that assurances can be made that the student will pose no further disruption to the class.

6.3   Repeated disruption to lessons

Where there are repeated instances of poor behaviour online, in either the same class or across more than one subject, the student(s) in question may be banned from accessing live online lessons or emails until such time as assurances can be given that behaviour will improve.

It is not anticipated that this will be a common issue, (the vast majority of students behave perfectly well into online learning), but where repeated incidents of poor behaviour persist, a

---

[1] The Academy has adopted the government laptop scheme to support remote learning. Where a student struggles to access online lessons/activities, please inform the Academy who will support wherever possible.

student(s) may be asked to work at home, either on hardcopies or from relevant lesson materials from SharePoint.

6.4   Serious Behaviour Incidents
Where a student behaves so poorly that their actions are serious cause for concern, the Academy reserves the right to apply the full range of sanctions at its' disposal, including exclusion and police involvement.

7.   Updates and CPD
As online learning is a relatively new concept for schools, there are many new opportunities for creative approaches to lessons; but also challenges that require a fluid approach to policy and practice.

It is therefore suggested that colleagues refer to and follow the guidance set out by the Academy when setting up remote learning opportunities for students, (in order to keep both yourselves and students safe), but also to report any behaviour concerns or incidents that fall outside this policy to the pastoral lead, so that changes to policy, guidance and support for staff can be made.

8.   Related Policies
This policy should be read in conjunction with
- eSafety Policy
- Positive Behaviour Management Policy
- Data Protection Policy