



## Online Learning Policy

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## **Writing and Reviewing the Online Learning Policy**

The online learning policy has been put into place as a response to the COVID-19 outbreak and the closure of schools from March 2020. To adapt to school closures Silsoe Lower School has put in place various online systems for staff to teach and communicate with pupils and staff remotely from their home.

It relates to the other policies including Safeguarding, Social Media, E-safety, Staff Handbook and Staff Code of Conduct.

### **This Online Learning Policy is Intended to Ensure:**

- That staff are considering their code of conduct when communicating with pupils, parents and staff online and using online learning resources in a professional manner for the purposes of learning and keeping in contact with their pupils.
- That Teachers working at home can only carry out a reasonable workload in line with their health at the current time.

### **Code of Conduct**

When working remotely staff will consider the code of conduct in line with the current situation. For example:

- will not make (or encourage others to make) unprofessional personal comments which demean or humiliate, including online comments
- will not give pupils personal information about themselves such as a mobile phone number or email address. Pupils and Teachers may contact each other from approved on-line platforms such as the Silsoe Lower Gmail and Purple Mash
- will not use social media to contact parents or children
- will conduct professional relationships with parents at all times, including when responding to emails and making comments on pupils work
- will not keep photographs of children on personal cameras, personal computers or mobile phones. This includes photos of children and their home learning. Photographs of their home learning must remain on school-approved technologies
- will not provide any form of paid tutoring or babysitting duties for existing pupils

## **Approved Remote Learning Tools**

- Teachers may use tools Google Classroom, Purple Mash and TT Rockstars as a way of setting work and communicating with children whilst learning remotely.
- Teachers should not live-stream lessons from their homes.
- Teachers can use Zoom as a way of video calling colleagues. When using video calling Teachers must consider their environment when taking part in a video call.
- When accessing the programs listed above, staff must use a school-approved technology, not personal devices.

## **Emailing and Communicating with Pupils and Parents (Purple Mash & Gmail)**

- Teachers can communicate with both pupils and parents via 2email on Purple Mash and Gmail.
- 2email - when using 2email regularly, Teachers must review the settings on Purple Mash to ensure pupil to pupil emails require approval by the Teacher. Ideally, Teachers will have a lesson on Purple Mash teaching them the online safety risks of communicating online. Pupils must be aware that their emails are being monitored and approved by Teachers. If children send abusive messages (peer on peer abuse) the school must contact the parents and make them aware of their inappropriate communications. The school then have the right to revoke the privileges of using 2email to contact peers and Teachers.
- Gmail - Teachers must consider their professional conduct when emailing pupils and parents. Ensuring that no personal information is shared and that correspondences are with the intent of:
  - keeping in contact with the children about their daily learning
  - learning purposes
  - difficulties with learning or the technology
- If Teachers are unsure or uncomfortable with any emailed content they receive, they should seek advice from their line managers.
- Teachers may contact vulnerable children using their personal phones during this time working remotely at home, ensuring they use 141 or turning off caller id before any number dialled to hide their number. This conversation must then be recorded on CPOMs.