

## GIGGLESWICK SCHOOL

### ONLINE LEARNERS AGREEMENT

#### Introduction

Members of the Giggleswick community, whether online or not, agree to adhere to the school values of: ambition to continue to develop our learning; participation with positive intent to support those around us and our own learning; and respect for one another.

#### Scope of this Agreement

This is an agreement and best practice document for running remote lessons or remote one-to-one sessions with students. This agreement applies to all members of the school community, including staff, students, parents and visitors, who have access to and are users of the school IT systems. In this policy 'staff' includes teaching and non-teaching staff, governors, and regular volunteers. 'Parents' includes students' carers and guardians.

#### Compliance with related school policies

You will ensure that you comply with the school's e-Safety Policy (Appendix A is the Acceptable Use Policy), Safeguarding Policy, Anti-bullying Policy (including cyber-bullying), Staff Code of Conduct (for contact with students), Staff Data Protection Policy, Data Retention Policy, Mobile Phone and Digital Device Policy, Use of Images of Children Policy and Data Breach Reporting Policy.

#### General Guidance

All communication with students should be done using the school systems. Staff should **never** use personal email (either their own or a student's), personal mobile phone numbers **or any form of social media** to communicate directly with students. Microsoft Teams is the communication platform within school.

Teams can be accessed either through the web app (logging in through office.com), the desktop app or through a mobile app on an iOS or Android device. Staff are encouraged to download the mobile apps to aid communication across the staff groups whilst the school is closed.

All live lessons and one-to-one calls (audio and video) should be clearly risk assessed. No classes, pastoral staff or academic tutors should enable video feeds (either the teacher's or the student's) unless the Director of Digital Strategy has been notified and the class has been duly risk assessed.

As the staff and students learn how to use the system, there are likely to be mistakes made and lessons that do not go as planned. The Giggleswick community asks all users for grace and kindness as we launch our virtual school.



## Policy Statements

### Staff

- Senior school teaching staff will be expected to timetable each lesson through the calendar app within Teams and add the appropriate class general channel to the meeting
- All teaching staff will be expected to have provided remote learning resources in advance.
- Take a register as normal using iSAMS, and use the credits and negatives, or the equivalent sanctions and rewards procedures at the Junior School, as appropriate.
- Unless authorised by the Director of Digital Strategy, insist that all students disable their outgoing video feeds for live lessons
- Be aware of our surroundings when recording or producing live video. It is recommended that staff blur their backgrounds so nothing accidentally goes into shot on your video
- Channel video calls only with students
- Do not have one-to-one video calls with students through “chat”. All one-to-one chats should be documented through a calendar appointment and added to the log as maintained by the Headmaster of the Junior School or Deputy Head. No off timetable one-to-one meetings should be happening without the prior agreement of your line manager.
- Communicate with students at appropriate times: live meetings during the standard school day (8:30am-6pm). At all other times, either use direct message or, preferably, the class channel for transparent communication.
- Senior House Staff and tutors will support students with regards to credits and negatives, and attendance.

### Students

- Standard school rules apply for classroom behaviour
- You should not instigate one-to-one video calls with any teachers
- You must wear suitable clothing on a video call (as should anyone else in the household who might appear on screen)
- Any use of the computer for live classes should be in an appropriate public area (not a bedroom) unless pre-approved by the designated Safeguarding Lead where specific guidance will be given.
- Senior school registers will be taken on iSAMS as usual.
- We are a community. Please use the technology responsibly and respect and support your teachers as they practise using the remote teaching tools.
- Students must not eject any other participant from a meeting

### Parents

- It may be appropriate for parents of junior school students to support them by having student logins saved on their own devices/phones. Parents should not be using the student’s login to gain access to the contact details of teachers or other students. **Any misuse of communication tools in this way will be seen as a serious breach of trust and referred directly to the school safeguarding lead and Headmaster.**
- Parents should respect the classroom environment and not become involved in the ongoing live lessons

## Best practice

### All users

- Take control of what users can see: screen share; mute audio; mute video
- Be aware of any notification about lessons and meetings being recorded
- Use the reply button to reply to a message on teams. Do not create a new message thread when replying
- Use the “thumbs up” feature to show that you have read a message
- Use the chat feature within lessons as often as possible
- Take breaks when you can
- Be mindful of your health: physically and mentally

### Staff

- Use the Teams assignments tool only for students handing work in and mark on screen
- Use the iSAMS app to take registers and award credits/negatives during lessons
- The school VLE is Office365. Do not mix in other video conferencing software such as Zoom and use of Moodle, Seesaw, Showbie, etc. must be fully integrated into Teams.
- Make use of a broad range of other online tools such as Kerboodle, Seneca, FlipGrid and SAM Learning
- Education.microsoft.com has great training courses on it.
- There are Giggleswick online instructions available for some FAQ: creating videos, assignments (including how to mark them)
- Remember that if you are sharing your screen, students can see it! Anything within the red outline will be shared with them. Take care with checking emails, loading iSAMS, etc
- At the end of the lesson, remind students to take a break from their screens before the next lesson
- Do not introduce too many new online tools. It will feel overwhelming to students (and staff!).
- Do what works for you and your subject: position your laptop camera so you can teach from a whiteboard; share your screen; only use audio; etc.
- Store files in the “files” area (and read-only files in the Class Materials folder)
- Use OneNote to share and collaborate on notes

### Students

- Using OneNote, Lens, OneDrive, FlipGrid and Teams installed on your phone can be helpful for uploading content

Any user found abusing the trust of this agreement may be asked to leave the learning environment and disciplinary sanctions will be followed via the SHS, the Divisional Heads, the Assistant Head (Academic), the Senior Master, the Deputy Head or the Headmaster of the Junior School.

Also referencing Coronavirus (COVID-19): safeguarding in schools, colleges and other providers, 27th March 2020

Reviewed by: A Simpson, Deputy Head  
J Hamilton, Director of Digital Strategy

Approved by: SLT

Updated: April 2020