

Using Office 365 for remote learning

Guidance for Staff

Introduction

The University of Brighton Academies Trust provides Microsoft Office 365 access for staff and pupils across all Academies. This service offers exciting opportunities for remote learning that have not been previously possible.

With opportunities there are new risks that this guide will help you manage.

The office 365 suite offers the following services: -

Microsoft Teams – Channels and Files (Video/Audio/Text Chat/Resources)	Allows staff to setup controlled Teams (groups of pupils) and collaborate in a number of ways. This includes the use of text chat, video and/or voice as well as the sharing of resources (including Word, Excel and PowerPoint documents)
Microsoft Stream	Allows staff to pre-record lesson content and upload it to the Academy website or share direct links to pupils to watch.
Microsoft Teams – assignments (This currently only applies to secondary sites)	Allows staff to set work for students to complete it and send it back for marking and feedback. This also includes quizzes and an online gradebook.

This document focuses on Microsoft Teams and sets out guidance to ensure you and your pupils remain safe whilst using the video/audio and text chat elements of this technology.

First and foremost, it is important to think of your Class Team as a traditional classroom. Any files that you upload can be viewed by all of the students. Any posts that are shared in the feed can also be viewed by all students. Therefore, do not upload or share anything that you would not normally do so in your classroom. Also, please note that Office documents will be editable by all users when you upload them. If you want to upload material that is simply for reference either set the file to 'view only' or upload a PDF version instead.

In terms of live streamed lesson:

As a staff member you can do the following easily during a session: -

- Choose which pupils you allow to enter your Team.
- Remove a pupil from a Team.
- Mute one or all pupils so they cannot speak.
- Delete unwanted posts or files that have been created by pupils.

By default, we have we have restricted pupils: -

- Students cannot turn on their camera (this can be adjusted as staff gain confidence)

Using Office 365 for remote learning

Guidance for Staff

- Students cannot share their screen.
- Students have no access to control the meeting including muting anyone other than themselves.
- They can post or comment within a class/meeting, but they cannot delete or edit the post or comment.
- Students accounts can also post comments and replies to posts in the main feed unless you have set your post to not accept replies. As above students cannot edit or delete their posts but you as the Team Owner can. Any comments or replies that do not adhere to the Academy code of conduct should be treated in the same way as they would be in a normal classroom.
- They can upload work for assignments that you have set as the teacher. They can see their individual feedback and grades but will not see the class gradebook.

Full training videos can be found in ICT services on the Office 365 Intranet

Protocols to keep you and your pupils safe

- Two members of staff will be 'within the Team (in the same room at school, or if working remotely, in the video call) when conducting a live stream session with pupils. Both should be present before the pupils start to join.
- The second member of staff is there to provide a safeguard for both the pupils and the teacher, so does not need to be a curriculum specialist.
- The second member of staff could act additionally as technical/behaviour support, in terms of monitoring pupils' interactions and ensuring they are not using chat or other functions inappropriately.
- **The second member of staff does not need to be present for the whole remote session but does need to gauge a view of safeguarding. It is recommended that they remain in the session for a minimum of 20 minutes.**
- Sessions will be planned and scheduled for during school hours. If you need to run a session outside of normal school hours you will need to seek approval from a member of your academy leadership team.
- Parents will be contacted to advise that the session is taking place and they and the pupil should consent to abide to an acceptable use agreement covering issues such as not recording the session and being appropriately dressed etc.
- Only school contact numbers/emails will be used for communications and running the session i.e. staff should never issue their personal contact details.
- The only live streaming platforms approved is Microsoft Teams from the University of Brighton Academies Trust Office 365 tenant.
- Live streaming sessions should not be recorded.
- Live events should not occur with other members of your household present.
- Where inviting students as guests (via a link), ensure settings are set to 'admit from the lobby' therefore pupils cannot join without your knowledge. note - this is set by default.

Using Office 365 for remote learning

Guidance for Staff

- Staff should be aware of open applications including website tabs if using the screenshare functionality.
- Staff will dress professionally and choose a neutral background for their video stream.
- 1:1 video call sessions to support interventions with pupils such as mental health support or counselling will only be provided where they have been risk assessed and approved by SLT.
- Where the communication with an individual pupil does not require the confidentiality of a counselling session, there will be two adults involved; this will provide a safeguard for the adults and the pupil.
- These two adults will either be physically in the same room, with the second member of staff being referenced to the pupil so that they are aware, or, where staff are working remotely, they will both be within the Team of the meeting.
- In either case both adults will be present before pupils are admitted to the online session.
- At the end of the class, a member of staff should end the meeting to ensure all pupils are removed from the call rather than hang-up.
- Staff behaviour and language will be entirely in line with the staff code of conduct.
- Staff should read the Using Office 365 for remote learning guidance for pupils, so you fully understand the expectations of them during a session.
- All other school policies/practices should be followed, notably the safeguarding and pupil protection policy so should there be any welfare concerns about the pupil these should be brought to the attention of the DSL without delay.
- In most circumstances' attendance will need to be recorded :-

Primary – Please continue to follow attendance coding guidance issued on 11.01.2021. There is a remote learning tracker available for each infant and primary academy. This spreadsheet will enable each academy to track and analyse engagement with remote learning. The tracker will support you to identify any missing children. Each tracker will calculate average hours of engagement for each year group and vulnerable cohorts. Links available on SharePoint. Please submit remote learning data centrally, as requested.

Secondary – Please continue to follow attendance coding guidance issued on 11.01.2021. Create a tracking system that enables you calculate the average number of hours engagement and to identify any missing children. The School Improvement and IT teams can support you with this. Face-to-face and live lessons, that run in sync with timetable lessons, can continue to be recorded on SIMS registers. Contact the Trust Attendance Manager/Interim Safeguarding and Welfare Lead for current attendance coding advice in secondary settings. Please submit remote learning data centrally, as requested.