



Highfields

Independent School & Day Nursery

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Staff Protocol for Online Teaching from Home

We ask all staff at Highfields School to read and carefully review this Online Learning Agreement. It is an addendum to the existing policies and procedures in place for use of the Internet and of IT. This is a document that outlines how we expect you to conduct yourself when you are teaching remotely.

Safety First

Key e-safety messages and understanding should be reinforced as part of each lesson.

- Staff should reinforce e-safety messages during learning and when setting homework that requires access to the internet. This includes access to messaging systems, internet notice boards, virtual learning environments (VLEs) and other internet based educational resource environments.
- As detailed in our inquiry learning framework, pupils should be encouraged to be critically aware of the content they access on-line and be encouraged to validate the accuracy of information.
- Pupils should also be taught to acknowledge the source of information used – never to plagiarise - and to respect copyright when using material accessed on the internet.
- Support for pupils in the online space should never be brokered to any third parties, and any joint support that is affected through the use of Google Classroom and Class Dojo should only include Highfield's staff members as they have been DBS checked. Adult family members are however able to access remote support themselves to support their child.

- Staff should be alert to pupils working in groups online where relationships seem to break down to avoid any opportunities for unkindness.
- If staff feel that the system is not being used appropriately – the same protocols exist as if the school were functioning normally. The DSL has the same responsibilities for safeguarding and should be the first port of call for any concerns about the online safety of our pupils.
- Behavioural issues should be dealt with in line with the school’s Behaviour Policy and sanctions can be applied that will come into effect once the school is back in operation on the site.

Code of Conduct

- Always behave appropriately online as you would do in the classroom, ensuring that your standards of dress match the standards expected in school.
- Set appropriate boundaries and maintain the same professional standards as you would at school. Online working should not lead to a relaxation in staff student protocols.
- Never make inappropriate jokes or comments online.
- Any digital communication between staff and pupils, or families should be professional in tone and content.
- Contact with pupils should only be through school email accounts and/or Class Dojo and/or Google Classroom. Other methods of contact such as phones, private email or social media accounts should not be used under any circumstances.

Choosing a venue

- Choose a suitable venue for conducting the lesson. This should never be a bedroom or personal space.
- Make sure that it is a quiet space, with no ambient noise, and friends and family are never visible during a lesson.

- Always check what is visible on screen to the pupil - avoid including inappropriate personal items, paintings/posters etc.
- Make sure there is never a possibility of strangers having access to your screen.

Staff Responsibilities

- Staff should be alert to pupils opting to continue their online collaboration on non-protected devices e.g. smartphones and should only accept work/participation delivered through the Google Classroom / Class Dojo this will ensure that pupils are using home enabled devices and are part of the secured environment.
- Staff are responsible for ensuring that pupils are logging in to online activity, are present during their online sessions and meet the expectations for attendance as if they were in school unless there has been prior communication to the contrary by parents.

Conducting the Lesson

- Be firm about timings of online sessions and stick to them.
- Maintain your presence as you would in class.
- Keep sessions focused and succinct.
- Set homework as you would at school, marking and giving feedback as usual. Give written or oral feedback in the lesson as in school.
- Do not interrupt lessons to search for refreshments. Do not eat snacks or meals during lessons.

Data Protection

- Under GDPR all online content from a pupil could be regarded as personal data and is subject to the provisions under the Data Protection Act.

- The names, emails and phone numbers of students are personal data. This means that only relevant people should have access, and the information should only be kept as long as it is required.
- Personal data should only be used to assist you to carry out your work. It must not be given out to people who have no right to see it.
- All staff should maintain the security of all computerized databases of information on individuals, whether they are staff, pupils or members of the general public. Any queries in this regard should be referred to the Headteacher.
- Pupils have been asked to give their permission (by signing a separate agreement) for their data to be used on a temporary basis i.e. during their absence from school as a result of the Covid-19 school closures.

Please note that:

- Student data should not be kept on the private devices of staff.
- Data should only be accessible to those staff that need it.

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**I have read and understand the above requirements and agree to follow them.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

