

Guidance for Online Learning at Home

Online Home Learning Guidelines for Parents and Carers

- Make sure your child understands and is aware of the pupil guidelines.
- Answer the phone to school staff or return calls, messages or emails. Staff may call from withheld number.
- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.
- Make sure you know who your child is talking to or messaging.
- If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone.

Guidelines for All Video Calls and Video lessons via Teams

- The parent or carer must make sure their child and other members of the household are aware the video call is happening.
- Staff, children and other members of the household must wear suitable clothing.
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct.
- Staff will only ever video call a pupil with prior agreement with parents and the Principal/Deputy Principal. This will always be at a pre-arranged time. The times of all video calls and lessons will be published on Teams and logged.
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- Wherever possible 'live' classes will be recorded and stored on Teams so that if any issues were to arise, the video can be reviewed. Parents and children will be asked to confirm they are aware of this and give consent at the start of each session.

Group Video Lessons

- These will be group conversations only or webinar.
- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation.
- Parents will need to give consent for their child to be part of a group video lesson.
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to the Principal or Deputy Principal.
- Live classes should be kept to a reasonable length of time and should take place during normal lesson times.

1:1 Video Conversations:

- Staff will only ever video call a pupil with prior agreement with parents and the Principal or Deputy Principal.
- This will be at a pre-arranged time and day.
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room.

Contact the school if you have any questions or concerns. You can leave a message on the school phone and we will call back. You can email admin@greatouse.academy and we will email back.

Online Home Learning Guidelines for Pupils

I want to stay safe online and I know that anything I do on the computer, phone, tablet or internet may be seen by someone else.

I will:

- only open pages which my parent, carer or teacher has said are okay.
- talk to my parent, carer or teacher before using anything on the internet that I'm unsure about.

- tell my parent, carer or teacher if anything makes me feel scared or uncomfortable.
- make sure all the messages I send and comments I leave are polite and positive.
- tell my parent, carer or teacher if I get a nasty message or something makes me feel uncomfortable, and do not reply.
- not give my phone number or address to anyone online.
- not tell people about myself online (I will not tell them my name, anything about where I live or where I go to school, names of clubs I attend).
- not upload photographs of myself onto the computer or internet without my parent or carer's permission.
- keep any passwords I have private.
- Only speak to people I know online and on the phone.
- never agree to share photos, phone, video call or meet a stranger.
- Always make sure my parent/carer knows who I am talking to or messaging.

Microsoft Teams

- When using Teams, the teacher may let pupils comment, or they may have turned comments off.
- If you are allowed to comment you must remember our learning on online behaviour – you are polite and positive and comments should be related to your learning.
- **Remember – teachers can see exactly who posts what on Teams.**
- If your teacher wants you to create a post, for example taking a picture of your Home Learning Project, they will enable you to create posts for that time.
- If you are posting photos of your learning, please remember to do so safely – remember to always check with your parent/carer before uploading a photo, and try to make sure your photo is of the learning, not the pupil. All pupils must be suitably dressed and in a suitable location.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people.
- Using another person's username and password e.g. to access a device or website.

- Looking at, or changing work that belongs to other people without their permission.
- Wasting time or resources on school computers.
- Sharing pictures or making video calls without checking with your parent/carer

Further Guidance about Online Safety (also links on our school website)

Support for parents and carers to keep their children safe online includes:

Internet matters – for support for parents and carers to keep their children safe online.

Net-aware – for support for parents and careers from the NSPCC.

Parent info – for support for parents and carers to keep their children safe online.

Thinkuknow – for advice from the National Crime Agency to stay safe online.

UK Safer Internet Centre – advice for parents and carers.

Reviewed September 2021

Next Review September 2024