

Student Remote Learning Agreement

Date – September 2023

Purpose

The purpose of this agreement is to ensure that you, as a pupil, are aware of your individual responsibilities around remote learning, including the use of ICT. Other policies that refer to the use of ICT in and out of school are the ICT Acceptable Use Policy, the Anti-Bullying policy and the Child Protection (Safeguarding) Policy and Guidance.

Scope and Definitions

This agreement applies to all pupils who use or access information, resources or teaching either using the school's equipment or a device that is not the property of the school.

Rules of the Agreement

Pupils will only use technology for remote learning as directed by their teachers and when a parent/carer has given permission to do so and is aware of the nature of the teaching materials that are being accessed.

Pupils (and parents) are responsible for their behaviour when accessing remote learning facilities, including when taking part in online sessions with audio or video calls. All communication should be sensible and responsible.

Pupils will follow the normal rules included in the ICT Acceptable Use policy such as:

- Not recording or taking, photos of any online sessions involving other pupils or teachers.
- Not accessing or sharing any content that is offensive or illegal.
- Not sharing passwords or personal information with other students or people you meet on the internet.
- The School has permission to check the use of the school ICT services if the teacher has reasonable suspicions that a pupil has broken any of the rules above.

When a teacher requests that pupils use an audio or video-conferencing facility to access remote learning pupils (and parents) should be aware of these safeguarding requirements.

- Pupils must be in a quiet and safe environment that is free from distractions. The use of a bedroom should be avoided wherever possible.
- Pupils should be dressed appropriately for learning, for example no pyjamas or other clothing not suitable for a more public setting.
- Pupils should be on time for the session and always give the activity your full attention. Any link or password to these sessions should not be shared with anyone else.
- Sessions may be recorded by the teacher and a link to the recording will be held on the school systems for future reference. However, as above, pupils are not allowed to record any part of a call or video session. Pupils should generally only use audio capability to join these sessions and should have their camera or video facilities disabled at all times, unless the teacher asks them to enable them, for example for a one-to-one musical instrument lesson.
- Pupils will leave the call or video-conference as soon as asked to by the teacher
- Pupils should follow teacher instructions about the submission of completed work, and the School will contact parents should work not be submitted or completed to a reasonable standard.
- Teachers reserve the right to eject a student from any live TEAMS teaching if they feel that the student is being inappropriate in any way, including verbal comments made out loud, or inappropriate messaging in the chat function. Parents will also be informed.
- All students will use the chat function in TEAMS to respond appropriately and politely to the teacher about their learning and understanding.
- Students are not allowed to start TEAMS meetings for themselves under any circumstances.

Safeguarding support

The school regularly updates its Child Protection and Safeguarding Policy and has added a section on keeping children safe when they are being educated remotely. Parents should maintain their usual awareness and monitoring of their children's online activities and promote safe internet use at home. Please contact a member of the safeguarding team should you have any concerns or if you would like further information on issues such as e-safety or cyberbullying.

Please complete the online FORM to confirm you have read and understood the contents of this policy.