

ICT Policy – COVID-19 ADDENDUM: Delivery of Remote Learning

Context

It is essential students continue to receive high quality teaching and learning should a class, group or small number of pupils need to self-isolate, or should there be a local or national lockdown that requires students to remain at home. At TCOLC we are committed to providing a remote learning strategy, that is both challenging, engaging and facilitates excellent student progress. The following policy addendum outlines the expectations and safeguarding procedures for all students accessing on-line live lessons and for all teachers delivering these lessons.

TCOLC Remote Learning Strategy: Aims and Objectives

- Ensure all students in all year groups have access to high-quality online and offline resources that are linked to the school's curriculum expectations
- Give all students access to high quality remote education resources
- Use online platforms and tools that are consistently used by all and facilitate interaction, assessment and feedback.
- Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- Recognise that younger pupils and some pupils with additional needs (SEND/EAL) may not be able to access remote education without adult support and therefore work with families to deliver a broad and ambitious curriculum
- Set meaningful and ambitious work each day in a number of different subjects
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos.
- Have a sound understanding of how well student are progressing through using questions and other suitable tasks.
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

Preparing for Remote Teaching and Learning

- All live online lessons will take place using Microsoft Teams or Google Classroom only.
All students were asked to complete this as a homework as the start of the academic year 2020-21.

A video offering further support and guidance for parents/carers on how to download Microsoft Teams is available by following this link:
<https://www.youtube.com/watch?v=Zoc78NKvTK0&list=PLxp90x5c0ttY6YQiUyoG9gmoAx2OVncHa>
- Microsoft Teams can be used on most internet-enabled devices, including laptops, PCs, Mac, smart phones and tablets (both android and iOS). Students will need access to a device for the duration of the live online lesson.

- Staff and students will access these lessons using their school Microsoft 365 Account. This uses the same TCOLC email address and password that both students and staff use to log into their email and the College Network. These accounts are easily identified as belonging to The City of Leicester College, as they are each in the form of <initial><surname><number>@cityleicester.leicester.sch.uk.
For example: another123@cityleicester.leicester.sch.uk
- Neither staff or students will be allowed to access/deliver the lesson using a private email addresses.
- All lessons will be recorded. This is to allow students to access the lesson content after the lesson has ended and of course to safeguard both students and staff.
If students are using a phone or tablet, they will first need to install the Teams app via the app store or play-store prior to the lesson and log in with their username/password. If they are using a laptop or PC, they can either run Teams in a browser, by going to <https://teams.microsoft.com> or they can install the Teams desktop app from: <https://teams.microsoft.com/downloads>.
- It is the responsibility of the student to ensure their Microsoft account is in good order, that they know their password, and they know how to log into Teams. If there are any issues with their account or their use of Microsoft Teams, they should contact our ICT Technicians at <mailto://helpdesk@cityleicester.leicester.sch.uk> prior to the start of the live lesson.
- Both students and staff should ensure they are appropriately dressed for the on-line lesson. Sleep wear, overly casual or revealing clothing is **not** appropriate for remote teaching and learning. However, we do not expect students to wear full uniform, nor do we expect teachers to wear full business dress. Parents/Carers should advise their children and teachers should use their professional judgement.
- Students should access live lessons in an appropriately quiet space in the house. Distractions should be avoided wherever possible and parents should encourage their child to follow their normal subject timetable. Students will need to take regular breaks and parents should encourage their child to drink plenty of water and eat at set meal times.
- Teachers should wherever possible deliver the lesson live and not rely on pre-recorded material. This focus on 'live' teaching will enable both students and teachers to interact with one another where appropriate.

Expectations During the live on-line lesson:

- Students should keep their camera and microphone turned off throughout the meeting.
- Teachers will turn off their cameras unless they need to show a demonstration to students, e.g. science practical demonstration.
- Students should not use the chat facility function unless given express facility by their teacher.
- Students may also be directed to view a video or some other web-based content during the live lesson. If this is the case, then staff will have first vetted these links before sharing them with students via Teams.
- Any chat typed by staff or students will be captured in the posts section of the Teams group in which the lesson was hosted and will be viewable by all students who are part of that group. All chat should be purposeful and relevant to the lesson.

- The lesson will be recorded and will be viewable as a video by any students who are part of that group after the lesson has finished. This is to enable students who were unable to join the live session to view the lesson contents at a later date/time, and for safeguarding reasons.
- The College may choose to remove any inappropriate chat comments and/or all or part of the recorded lesson from the Teams group if deemed necessary
- Students and teachers must ensure that both their verbal and written language remains appropriate to the context of the lesson at all times. Failure to do so is likely to lead to action being taken by the school.
- Students are not permitted to record the lesson themselves, or attempt to capture any images, voice or any other output of staff or students participating in the lesson. Students should not attempt to share any content from the lesson beyond the participating class group.
- Students will be reminded of these rules at the start of each live lesson. If students do not follow these rules, the teacher will take action, which may include one or more of the following: i) mute the student's chat feature, ii) remove the student from the Teams meeting iii) remove the student from the teams group iv) apply the TCOLC Behaviour code.
- Staff members will not share any student information via Microsoft Teams that may breach GDPR regulations and guidance.

Safeguarding during live on-line lessons

The following is taken directly from The City of Leicester College's Child protection and safeguarding Policy: COVID19 addendum Children and online safety away from school and college

- All video mentoring sessions should be delivered by school staff in accordance with The City of Leicester College's safeguarding and child protection, staff behaviour (code of conduct) and acceptable use of ICT policies.
- The school will take account of guidance from DfE in relation to the planning and delivery of online learning when it is issued; as well as nationally recognised guidance including guidance from the UK Safer Internet Centre on safe remote learning and London Grid for Learning on the use of videos and livestreaming.
- Staff will always use school/service owned technology and accounts for the delivery of remote lessons/tutorials. If staff need to deliver lessons/tutorials on a one-to-one basis or communicate with vulnerable children who are not attending school via video chat, they will speak to parents/carers before lessons commence and at the end of lessons before logging off.
- It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk, distressed for some reason or vulnerable in some other way; and report and record that following normal safeguarding procedures. All such concerns must be brought to the attention of a DSL and dealt with by a DSL as per the main policy in the normal way. The City of Leicester College will ensure that online learning tools and systems are used in line with privacy and data protection/GDPR requirements.

The TCOLC Safeguarding Team are:

Jill Walton – Designated Safeguarding Lead

Karena Anderson – Deputy Safeguarding Lead

Ken Vernon - Deputy Safeguarding Lead

Nic Coton – Deputy Safeguarding Lead (Year 7)

Jon Hunt – Deputy Safeguarding Lead (Year 8&9)

Stefan Cook – Deputy Safeguarding Lead (Year 10&11)

Chris Dakin – Deputy Safeguarding Lead (Year 12 &13)