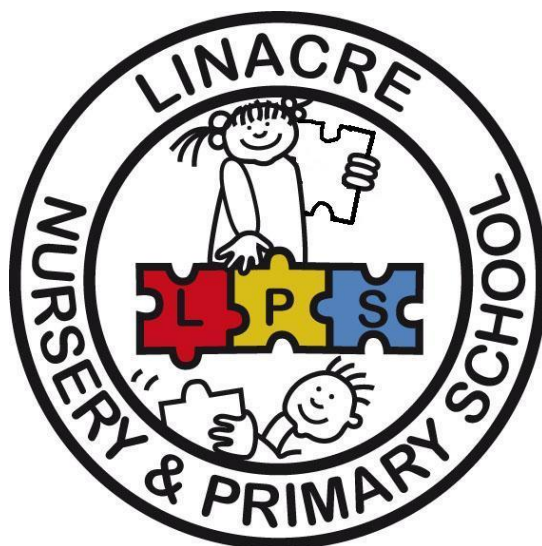


Linacre Primary School



Live Online Lesson/Google Meet Policy

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Statement of intent

At **Linacre Primary School**, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required.

Through the implementation of this policy, we aim to address the key concerns associated with live online lessons, such as: systems and technology, safeguarding, conduct, and accessibility.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils from the risks associated with using an online lesson platform through the internet.
- Ensure staff and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during live online lessons.
- Ensure all pupils have the provisions required to take part in live online lessons.

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1. Legal framework

- This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:
 - Data Protection Act 2018
 - The General Data Protection Regulation (GDPR)
 - Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
 - DfE (2020) 'Guidance for full opening: schools'
 - DfE (2020) 'Safeguarding and remote education during (COVID-19)'
 - DfE (2020) 'Keeping children safe in education'
 - DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
 - DfE (2020) 'School attendance: guidance for schools'
 - DfE (2020) 'Remote education good practice'
- This policy operates in conjunction with the following school policies:
 - Data Protection Policy
 - Child Protection and Safeguarding Policy
 - Health and Safety Policy
 - Behavioural Policy
 - Accessibility Policy
 - Special Educational Needs and Disabilities (SEND) Policy
 - Attendance and Absence Policy
 - Online Safety Policy
 - Staff Code of Conduct
 - Pupil Code of Conduct
 - ICT Acceptable Use Policy
 - Technology Acceptable Use Agreement – Pupils
 - Technology Acceptable Use Agreement – Staff
 - Data and E-security Breach Prevention and Management Plan
 - Records Management Policy
 - Pupil Remote Learning Policy

1. Roles and responsibilities

The **Governing Body** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on an **annual** basis in conjunction with the **Headteacher**.
- Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.

The **Headteacher** is responsible for:

Ensuring staff, parents and pupils adhere to the relevant policies at all times.

Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with live online lessons.

Ensuring that there are arrangements in place for monitoring incidents associated with live online lessons.

Ensuring that the school has the resources necessary to carry out the procedures in this policy.

Reviewing the effectiveness of this policy on an **annual** basis in conjunction with the **governing board** and communicating any changes to staff, parents and pupils.

Arranging any additional training staff may require to support pupils with live online lessons.

Ensuring that the live online lesson provision expected from staff is accessible to staff with additional needs which may be impacted by the online format, e.g. staff who are visually impaired.

Conducting **weekly** reviews of the live online lesson arrangements to ensure pupils' education does not suffer.

Ensuring, in collaboration with the **governing body**, that the school's live online lesson arrangements follow the legal obligations regarding remote education, as outlined in the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction, and the school's **Pupil Remote Learning Policy**.

Staff members are responsible for:

Adhering to this policy at all times during periods of live online lesson usage.

Reporting any safeguarding incidents and concerns to the **DSL** and asking for guidance as appropriate.

Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.

Reporting any defects on school-owned equipment used for live online lessons to the **ICT technician**.

Adhering to the **Staff Code of Conduct** at all times.

The **SENCO** is responsible for:

Liaising with the **ICT technician** to ensure that the technology used for live online lessons is accessible to all pupils and that reasonable adjustments are made where required.

Ensuring that pupils with EHC plans continue to have their needs met during live online lessons, and liaising with the **headteacher** and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.

Identifying the level of support or intervention that is required while pupils with SEND take part in live online lessons.

Ensuring that the live online lesson provision put in place for pupils with SEND is monitored for its effectiveness while remote learning is undertaken.

The **DSL** is responsible for:

Attending and arranging, where necessary, any safeguarding meetings regarding live online lessons.

Liaising with the **ICT technician** to ensure that all technology used for live online lessons is suitable for its purpose and will protect pupils online.

Identifying vulnerable pupils who may be at risk if they take part in live online lessons.

Ensuring that child protection plans are enforced if vulnerable pupils take part in live online lessons.

Identifying the level of support or intervention required while pupils take part in live online lessons and ensuring appropriate measures are in place.

Assisting teachers with all live online lesson planning to ensure the correct safeguarding measures are in place.

The **Data Lead** is responsible for:

Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.

Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.

Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2. Systems and technology

Staff will be told to only download software for live online lessons from a trusted source, e.g. Apple App Store, Google Play or the provider's official website.

The **ICT technician** will research the providers the school will use for live online lessons, taking into account ease of use, privacy measures and suitability for the purposes of live online lessons. Where necessary, they will refer to government-approved resources, e.g. from the **National Cyber Security Centre (NCSC)** and from the **UK Safer Internet Centre**, when selecting their recommended providers.

Teachers will review the DfE's list of online education resources and utilise these resources as necessary.

Staff will ensure privacy settings are adjusted appropriately on the provider's site or application.

Staff will ensure their live online lesson service account is protected with a strong password and will not autosave their password on any device.

Staff will ensure they test and understand the service before conducting their first live online lesson using the 'test' function, where applicable.

Staff will ensure they understand how to mute the microphone and how to turn off their camera on their device before their first live online lesson.

The school will ensure all pupils due to attend live online lessons have access to equipment that will enable them to participate, e.g. a laptop and internet access, to ensure they do not fall behind their peers who do have access. Staff will ensure streaming and online chat functions are disabled for pupils. For aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers will consider using video demonstrations accompanied by supporting explanation. For live online PE lessons where replicating in-person teaching provision is difficult to achieve, teachers will consider using video demonstrations accompanied by supporting explanation. Pupils will be encouraged to take regular physical exercise to maintain fitness.

3. Safeguarding

Staff will always have due regard for the school's **Child Protection and Safeguarding Policy**, whilst conducting live online lessons.

The planning of live lessons will always be carried out in conjunction with the school's **DSL**. The school will ensure the system used for live online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson.

Pupils will be reminded not to share private information through the live online lesson system by the **teacher**.

The **teacher** will remind pupils not to respond to contact requests from people they do not know when using systems for live online lessons.

Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons, via **email**. Pupils will be provided with the contact details of the **DSL** to report any concerns.

Staff will ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly but within Google Classroom which is only accessed with usernames and passwords.

Support staff will be on hand to supervise and handle any sudden changes or developments, such as disputes between pupils, that may occur during the live online lesson.

Staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the **DSL** in line with the school's **Child Protection and Safeguarding Policy**.

The school will ensure that parents know what pupils are expected to do for a live online lesson, including the websites pupils will be asked to use and the school staff pupils will interact with online.

The school will communicate the importance of online safety to parents, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. The school will inform parents of the government-approved resources on child online safety to support parents further.

4. Personal data

Staff will have due regard for the school's **Data Protection Policy** at all times whilst conducting live online lessons.

The school will communicate the details of how to access the live online lesson and any additional information regarding online learning to parents and pupils via **email**.

The school will provide pupils with a school email address and login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used by pupils.

Staff will ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons, e.g. to report anything serious that has taken place during the online lesson.

Any data transferred between devices will be suitably encrypted. Where this is not possible, other data protection measures will be in place, such as using initials of pupils instead of full names.

When recording a live lesson is necessary, all members of the live lesson will be notified once they have joined the live online lesson before recording commences.

5. Pupil conduct

The school will provide pupils with a copy of the **Pupil Code of Conduct** to ensure they understand their responsibilities with regards to conduct during live online lessons.

The school will ensure that pupils sign and return the **Technology Acceptable Use Agreement – Pupils** prior to taking part in live online lessons.

Pupils will be reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background.

Pupils and parents will be provided with a copy of the **Pupil Remote Learning Policy** and will be expected to adhere to the measures outlined within it.

Pupils will be reminded not to record live online lessons on their devices.

Pupils will be reminded not to speak during live online lessons unless they are prompted to do so or have a question about the lesson.

Pupils will be reminded to adhere to the school's **Behavioural Policy** at all times during live online lessons, as they would during a normal school day.

The school will ensure that any pupils who breach the code of conduct will be disciplined in line with the school's **Behavioural Policy**.

Pupils and families have received a copy of the Google Meet rules and agreement as set out in appendix i. They will have completed an online form to agree to these conditions which is kept on file. Anybody that does not follow these terms and conditions will be removed from the session.

2. Staff conduct

Staff will be aware of the requirements set out in the **Staff Code of Conduct** and will ensure they understand their responsibilities with regard to conduct during live online lessons.

The school will ensure that staff read, sign and return the **Technology Acceptable Use Agreement – Staff** prior to commencing live online lessons.

Staff will only use school-provided email addresses and phone numbers to communicate with pupils when conducting live online lessons.

Staff will only use school-owned devices for conducting live online lessons, where possible.

Staff will not share personal information whilst conducting live online lessons.

Staff will ensure they conduct their live online lesson from an appropriate location – either the classroom, or if this is not possible, from a quiet area in their home which has a neutral background.

Staff will communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff).

Staff will only communicate and conduct live online lessons through channels approved by the **SLT**.

Staff will not commence online lessons until at least **one** other member of staff is in the live lesson 'room', and not without confirmation that at least one other colleague is aware that the live online lesson is taking place. Our HLTA or a member of SLT will support with this.

Staff will keep a log of what happens during live online lessons, e.g. behavioural issues or technical glitches, and ensure it is properly documented in line with the school's **Records Management Policy**.

3. Pupils with SEND

The school will ensure pupils with SEND receive any additional support with live online lessons where needed, e.g. from an additional member of staff within the live online lesson via phone call.

Staff will be sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online lessons.

The **SLT**, **SENCO** and **relevant teacher** will consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND.

Additional measures will be considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education, e.g. text transcripts being used in video lessons.

4. Monitoring and review

The **headteacher**, **SENCO** and **DSL** will review the measures outlined in this policy **weekly** to ensure it reflects the most up-to-date circumstances of the school's online learning provision.

The **headteacher** and **governing body** will schedule a review of the effectiveness of this policy **annually**.

Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.

The next scheduled review date of this policy is **date**.

Appendix I – User Agreement and Rules for Google Classroom which is sent to all Parents/Carers prior to the session.

The points below set out ground rules to keep everyone safe. Please discuss these safety rules with your child/children ahead of any meeting.

- You MUST log in through Google Classroom. The invitation or live link will be sent just before the meeting is due to start. Unfortunately we are unable to accept anybody who does not login via Google Classroom.
- The meeting ID should not be shared with anybody.
- Pupils should use their first name only when on screen.
- When you join a Google Meet you must switch off your microphone. This is so that everybody can hear the teacher.
- Your screen must be turned on so that staff can engage with pupils at home.
- Find a suitable place to sit which is quiet and with no distractions.
- Prepare as you would for a real lesson Everybody should be dressed appropriately (i.e. not in pyjamas). However, this does not need to be school uniform.
- Photographs, recordings or screenshots are not allowed to be taken by pupils or families.
- School may record the Google Meet sessions in line with GDPR. This is so that there is a record of the call.
- Pupils must use the hands up button to let the teacher know that you want to share an idea or answer a question.
- We will not be using the chat facility for the time being as this distracts from the Class Teacher talking to the class. It also means that we cannot monitor what is being written during the session.
- When instructed by the teacher to hang up, pupils must do this. The teacher will be the last to leave the meeting, to ensure no one is left on the call. The chat will then be deleted.
- No other member of your household should be visible during a Google Meet. However parents/carers should be present to accompany and supervise children attending to support with any technical problems.
- Be Ready, Respectful and Safe when online. The same behaviour expectations as in school apply, and Class Teachers and school staff retain the right to terminate a pupil's participation.

Appendix ii – Form to complete in Google Forms which is completed by Parent/Carers to accept the User Agreement and rules

Year 2 Linacre Primary Google Meet user agreement

Form description

Child's name and class

*

Long-answer text

Parent/Carer email address *

Short-answer text

I have read the Google Meet User Agreement and discussed it with my child. My child and I agree to follow these terms and conditions.

*

☐ Yes

☐ No

Any other comments *

Long-answer text