



PROTOCOL FOR REMOTE LEARNING

2nd June 2020 (review to be carried out by 15 July 2020)

Microsoft Teams

Safeguarding and Conduct

Staff will:

- Seek SLT approval prior to moving to Microsoft Teams learning
- Ensure their SLT line manager is a member of the Team
- Primarily conduct audio meetings
- Ensure video is only used if laptops are in an appropriate place (i.e. not a bedroom or bathroom) **and** staff can apply or blur background (hardware dependent)
- Be professionally dressed in accordance to the staff handbook dress code
- Wear their school lanyard if on camera
- Use professional language at all times
- Where the chat function is enabled, 'restrict' all non-text chat function (e.g. giphy, memes, stickers)
- When screen sharing, ensure any tabs/information that are visible are appropriate for a student to see
- Ensure a second member of staff is invited to attend the meeting
- Manage 'Raise hand' function for students should they need to communicate via audio
- Manage behaviour in accordance with the wider school behaviour policy for remote/online learning and remove students who do not comply

Students will:

- Login using the email provided by Rutlish for Microsoft Office 365
- Ensure the camera is never enabled
- Ensure audio is muted on entry to the meeting
- Never share their screen
- Ensure that appropriate language is used throughout the lesson both in chat and via audio
- Must check phishing and security settings on devices prior to accessing the meeting
- Ensure laptops/computers are in an appropriate place
- Will not use their own personal devices to record or share any of the information or discussions from the meeting outside of the team
- The school's safeguarding, behaviour and acceptable use policies will apply. Any student found in breach of these rules will be dealt with according to the behaviour policy

Parents/carers should:

- Permission must be given before a student will be given access to MS Teams
- Ensure that any joining email is from the school email address, this will prevent any impact from phishing emails where people try to get someone to click on a fraudulent email
- Ensure that the computer is in a suitable place, not in a bedroom or bathroom for example
- Ensure that students are appropriately dressed
- Ensure that anyone else in the household uses language that is professional and appropriate
- Be aware that for student's safety the meeting will be recorded. The recordings will be kept on our school servers for the duration of the course (two years) and will then be archived
- Any parent, carer or student who wishes to make a 'Freedom of Information Subject Access Request' must follow the School's GDPR policy by writing to the Headteacher

Staff/Student Interaction

Chat Function

- The chat function will be enabled for students to communicate with the teacher ONLY
- The chat function will allow students to type questions to the teachers
- All messages will be retained and cannot be deleted once written
- 'Restrict' all non-text chat function (e.g. giphy, memes, stickers)

Audio

- Audio will be disabled on entry to the meeting
- Should a student wish to ask a question, they must use the "Raise hand" function and wait for the teacher to instruct them to speak
- Students must disable audio once they have finished asking their question

Guidance for Y12 lessons

- Lesson time, duration and subject should be specified a week prior to the lesson in a post in the general channel
- Lesson duration should be a minimum of 40 minutes up to 2 hours
- In 'Manage Team' check all students are muted from the outset
- At the start of the lesson, teacher to remind students of protocol and that the meeting will be recorded
- Prior to start of meeting, ensure all required tabs/powerpoints/resources are open and ready to use

Office 365 Video

Voice recording on Powerpoint

