



Leadership Oversight and Approval

1. Remote learning will only take place using Microsoft Teams and/or Class Charts. These have been assessed and approved by Senior Leaders.
2. Staff will only use Highdown School and Sixth Form Centre managed accounts with learners and/or parents/carers.
 - a. Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
 - i. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Mr Reid, Designated Safeguarding Lead (DSL).
 - b. Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet or other mobile device. Clear expectations are outlined for use of any device, including personal device, e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use, etc.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - a. 8.30am-3.30pm
4. All remote lessons, on-demand or real-time, will follow the usual school timetable.
5. Real-time remote learning sessions will be held at least one lesson per class per week (for at least subjects with a written element). It is up to the class teachers to determine when these will take place, following the school timetable.

Data Protection and Security

1. Any personal data used by staff and captured by Microsoft Teams or Class Charts when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
2. Online communication will continue as per usual systems, e.g. using school email accounts or within Microsoft Teams or Class Charts (through announcements or when providing feedback on work).
3. All participants will be made aware that Microsoft Teams records activity during real-time lessons. Recordings are kept for 20 days within Microsoft Teams to enable students to revisit the lesson or to engage with the lesson if they were unable to attend in person.
4. Staff will not record lessons or meetings using personal equipment outside of the Microsoft Teams platform and school Office 365 account.
5. Only members of Highdown School and Sixth Form Centre will be given access to Microsoft Class Teams and Class Charts.
6. Access to Microsoft Teams and Class Charts will be managed in line with current IT security expectations.
7. Staff are not expected to use their camera when delivering remote lessons to help protect their privacy. Students are asked to keep their cameras turned off.

Session Management

1. Details about the real-time lessons delivered will be stored and available via the Microsoft Teams meeting calendar. Attendance will be monitored by staff and absences logged on Class Charts.
2. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

- a. students expected to keep their cameras turned off, optional for staff
 - b. students are unable to unmute themselves
 - c. function to disable/limit chat, e.g. by 'muting' students
 - d. staff not permitting learners to share screens
 - e. use of waiting rooms/lobbies encouraged
3. When hosting real-time lessons:
 - a. contact will be made via learners' school provided email accounts and/or Office 365 logins.
 - b. staff will mute/disable learners' microphones.
 - c. Lessons will be recorded to support safeguarding of staff and students and to provide copy of the lesson for those unable to join in person
 4. Real-time 1 to 1 sessions are not permitted.
 5. An invitation detailing the real-time lesson expectations will be sent to those invited to attend.
 - a. Access to links should not be made public or shared by participants.
 - i. Learners and/or parents/carers should not forward or share access links.
 - ii. If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
 - iii. Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
 6. Alternative approaches and/or access will be provided to those who do not have access, e.g. through the allocation of school devices (provided through DfE scheme)

Behaviour Expectations

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing Behaviour, Anti-bullying and Safeguarding policies and expectations. This includes:
 - a. Appropriate language will be used by all attendees.
 - b. Staff/students will not take or record images or video for their own personal use.
 - c. Students must not share recorded lessons with anyone
3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session, e.g. through Class Charts to keep Heads of Achievement and parents informed.
4. When sharing videos and/or live streaming, participants are required to:
 - a. wear appropriate dress.
 - b. ensure backgrounds of videos are neutral (blurred if possible).
 - c. ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
5. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.
6. Students and parents must agree to the Remote Working Behaviour Agreement. If a student is engaging in remote working, then this agreement is taken as fact.

Policy Breaches and Reporting Concerns

1. Participants are encouraged to report concerns during remote and/or real-time lessons to their Head of Achievement.
2. If inappropriate language or behaviour takes place, participants involved will be removed by staff, and concerns will be reported to the relevant head of Achievement and logged in Class Charts.
3. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

4. Any safeguarding concerns should be emailed to safeguarding@highdown.reading.sch.uk or for parents/carers (and use of non-Highdown email) at dso@highdown.reading.sch.uk.

I have read and understood the [Highdown School and Sixth Form Centre Acceptable Use Policy \(AUP\)](#) for remote learning. Engaging in remote working indicates this policy is understood.