



# HOUGHTON REGIS ACADEMY

## **Digital Citizenship – E-Safety**

**February 2021**

**This appendix to the Digital Citizenship Contract - Secondary was adopted by Houghton Regis Academy on February 2021 in response to delivering Face-to-Face and Remote Online sessions following Covid-19 Schools Closures.**

## **Remote Learning Addendum to the Digital Citizenship Contract**

We have devised some guidance that reflects the changed circumstances brought about by Covid-19 and the significant increase in the use of online technology to facilitate teaching and learning.

This addendum does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes remotely.

This guidance operates alongside all of our existing policies which can be viewed on our school website.

<https://www.greenwoodacademies.org/attachments/download.asp?file=692&type=pdf>

We continue to expect all staff to abide by the highest professional standards when working directly and remotely with students and our Safeguarding Policy and Staff Code of Conduct still currently apply. Students must comply with this additional guidance and we request that parents/carers ensure that their child fully understands and agrees to follow these guidelines. Introduction This document sets out the guidance in respect to the use of technology to facilitate remote teaching and learning.

This addendum will be kept under review as circumstances dictate. Scope of this guidance covers any aspect of student remote learning as used by HRA Staff.

In all cases students must use their @houghtonregisacademy.org account to log in. Students are not to use any other account under any circumstances for the purposes of Remote Learning.

The list of applications that will be used for remote learning will primarily be:

Microsoft Office365, incorporating:

- Microsoft Outlook (e-mail)
- Microsoft Teams
- Microsoft Forms
- One Note
- Class Notebook

They must, in all cases, use an @houghtonregisacademy.org account as the login.

### **Remote Learning Approach**

Remote Learning will incorporate a number of different approaches including the use of live classes either filmed or audio only and or shared workspaces.

All teachers will aim to provide the best experience for students that provides feedback and interaction but will adopt different approaches using Office 365 for example some staff may pre-record lessons.

In all cases our primary aim is to cover the required curriculum for all subject areas. Students should get in touch with their teacher right away if they are having difficulty with any aspect of their subject or contact their Form Tutor or Head of Key Stage if they are finding the workload unmanageable.

## **Responsibilities while engaging in Remote**

### **Learning For staff and teachers:**

- Teachers have overall control of the online interaction of their class.
- Any student that disrupts the lesson and does not respond positively to the teacher's instructions will be removed in order to allow those who wish to partake a fair chance to do so. A student who repeatedly disrupts learning may receive a temporary ban from all online access.
- Teachers will do their utmost to be available at the identified time on their timetable – this may be via a Team live video, through Teams chat, a Collaborative workspace or by e-mail.
- Student video feed in Teams has been disabled centrally and staff should not live video students using any applications. Pastoral or Senior Staff will seek permission in writing from students, parents/carers if a need arises to hold a meeting online with video and will liaise with the Network Manager to ensure the necessary changes to the students profile is made.
- Staff will remind students of the expectations in terms of behaviour during live sessions and the conduct expected of them.

### **For students:**

- You are to communicate through your @houghtonregisacademy.org account only. The use of any other account or e-mail address is expressly prohibited.
- Do not engage in communications with any account other than an @houghtonregisacademy.org account and report any such activity to your teacher or Head of Key Stage immediately.
- You must always be polite and respectful to your teachers and fellow students.
- You are not to film (by any means) or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes or links – to anyone else without the permission of the creator of that content.
- You understand that all your online activity is monitored. This includes anything on e-mail and Teams, and whether you are checking regularly for assigned work.

### **For parents/carers:**

- You should ensure that your child is checking in regularly for assigned work.
- When your child is watching a live lesson, you should try to ensure your child is in an area of the house that is quiet and free from distractions.
- We would insist that students do not try to film the session using any device.
- A live online lesson must be treated like a regular school lesson and only viewed by those who are invited to attend. Live Online Classes Teachers may deliver some of the course “live” using Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

**In the use of Teams:**

- Students must always follow the direction of their teacher just as in the classroom.
- Students are not to film the session using any device.
- Students are not to turn on their microphone unless the teacher invites them to do so. All microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- A Team live lesson is intended for the allocated class only. The teacher will decide who should receive the invite through Teams. Only those invited by the teacher have permission to view the lesson.

**What we retain:**

- Login activity, specifically, the last time a student logged in to their Office365 account.
- Within Teams and OneNote, the date and time of if/when a student views any assignments or OneNote notebooks set for them and when they submit any work for same.
- The teacher that created the pre-recorded lesson may remove the lesson at any time. Why we retain it:
  - To assist us in making sure students are engaging in learning sufficiently and in good time.
  - To assist us in generating appropriate and relevant feedback to parents/carers.

**Where we retain it:**

- All the details above are held within the school's Office 365 account which requires a valid @houghtonregisacademy.org administrator login to access.

Some parents/carers have found these as a useful source of independent information:

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.childnet.com](http://www.childnet.com)

[www.internetmatters.org/](http://www.internetmatters.org/)

[www.getsafeonline.org/safeguarding-children](http://www.getsafeonline.org/safeguarding-children)