



Headteacher: Mr A Page

Initial Policy date	June 2020	Next scheduled review	June 2023
Governor approved	June 2022	Key person/people	HT
Model Policy		Model localised	Y
Pupil leadership team review		Y / N / N/A	

ONLINE LEARNING POLICY FOR PUPILS AND PARENTS

Principles:

Test Valley School recognises the significant benefits of face-to-face interaction in the learning process. It is important for the school employee who is leading the learning or activity to be able to respond to non-verbal cues that are important to our understanding of how each individual is feeling or understanding the content.

The School believes that whilst there is no substitute for being in the classroom, a blended approach to learning is beneficial in some circumstances where reasonably practicable and where the adult leading the provision deems it to be of benefit. In writing this policy, the School acknowledges a number of parameters that need to be in place in order to take all possible steps to mitigate any potential safeguarding issues for pupils and employees alike. This policy should be read in the context of the School's Behaviour and Exclusions Policy, Code of Safe Practice for Colleagues Policy, Child Protection Policy, Safeguarding Policy and those associated with the safe use of IT.

Practice:

- Pupils and parents/carers are not permitted to film or record lessons in any way unless the school employee leading the session has given express permission for them to do so.
- Serious misuse of online learning opportunities (such as making recordings without permission or, sharing images of adults or other pupils) will be treated under the School's Behaviour and Exclusions Policy and may result in permanent exclusion.
- Recorded lessons remain the property of the school and must not be shared outside of the school community.
- Online lessons will only take place using the platforms agreed by the school e.g. Microsoft Teams.
- Where possible, the school employee leading the learning or activity will record the lesson so that it can be accessed by pupils at different times.
- Links to access the lesson will be sent only to pupils in a teacher's class or specified group and will always be in line with the School's policies as listed above.
- In relation to mentoring or emotional support for pupils we will advise the parent/carer about the conversation before it takes place unless the School is undertaking contact with a pupil as part of its Child Protection and/or Safeguarding policies.
- When presenting live video lessons or recordings blurred backgrounds are advisable particularly if done in the home or in school where confidential data may be visible.

- If a school employee chooses to record a lesson or conversation, they will ensure that only pupils' first names are used.
- Pre-recorded lessons do not need to be deleted.
- Live lessons will usually be supplemented by documents in Sharepoint or similar platform.
- All of the School's expectations for behaviour and partnership working with pupils and families are transferrable to online learning platforms.
- Any pupil who misuses the opportunity to engage with online lessons will be excluded from the group for a fixed period of time until reassurance can be gained that misuse will not occur in the future.
- Live or recorded lessons must not be shared outside of the school community and certainly not using social media.
- Parents/carers will be asked to provide their consent at the point of admission to the school for their child in relation to the use of photos, video and social media. If consent is not granted, parents/carers must ensure that their camera is switched off throughout the lesson. This remains the responsibility of the parents/carers.
- Employees of the School reserve the right to seek legal action where a breach of this policy or, an act causing harm or potential defamation, takes place.