

# Remote Learning Addendum to the eSafety Policy

This additional guidance reflects the changed circumstances brought about by Covid-19 and the significant increase in the use of online technology to facilitate teaching and learning. It 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.camdengirls.camden.sch.uk/page/?title=Policies+and+Procedures&pid=71> .

This guidance also operates alongside the updated remote learning acceptable use policies for both staff and students.

This guidance covers any aspect of student remote learning as used by CSG Staff. In all cases students and staff must use their @csg.school account to log in.

## Remote Learning Overview

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: Google Apps for Education which consists of:

- Slides
- Sheets
- Email
- Drive
- Meet
- Classroom
- + any other Google extensions or APPs that have been permitted and installed by the ICT department

There may be some additional applications that teachers may use such as MyGCSEScience or MyMaths for example, and the teacher will provide the student with the information required to access them. In all cases, in line with GDPR parental permission will have been sought and students will have access via their @csg.school email account.

Remote Learning will incorporate a number of different approaches including the use of live Google Meet lessons, pre recorded lessons/demonstrations using tools such as Loom lessons and/or the sharing of resources delivered via Google Classroom. All teachers will aim to provide the best experience for

students that provides feedback and interaction but can adopt different approaches but will still be delivered within the Google Apps for Education platform.

## Responsibilities whilst engaging with remote learning

### Staff:

1. Teachers have overall control of the online interaction of their classes.
2. Teachers will do their utmost to be available at the identified time on their timetable – this may be via a Google Meet, through the Chat within the Classroom APP or by e-mail.
3. Staff will remind students of the expectations in terms of behaviour during live sessions and the conduct expected of them.
4. All communication with students will be via your @csg.school email address
5. All communication with parents will be via your @csg.school email address/Telephone calls or Parentmail
6. Be alert to possible peer-on-peer abuse. This could occur during online collaborative work in Google Classroom. Teachers must control these sessions and report concerns.
7. Check what is visible on screen to the pupil, so that nothing inappropriately personal is visible
8. Report immediately any concerns about online safety of pupils to the DSL or the deputy. Any such concerns should be dealt with as per our Safeguarding policy.
9. Staff members will be responsible for adhering to GDPR legislation when teaching remotely and will ensure the confidentiality and integrity of their devices at all times

### Students:

1. You are to communicate through your @csg.school account only. The use of any other account or e-mail address is expressly prohibited.
2. You must always be polite and respectful to your teachers and fellow students.
3. You are not to film (by any means) or forward any content within a remote lesson– such as worksheets, exam papers, answers, solutions, videos, notes or links – to anyone else without the permission of the creator of that content.
4. You understand that all your online activity is monitored. This includes anything on e-mail, attendance in Google meets and whether you are checking regularly for assigned work.
5. Pupils not using devices appropriately or behaving as intended will be disciplined in line with the school behaviour policy
6. If a pupil is using a device loaned by the school, they are responsible for using it for the purpose of school work only and must ensure that it is kept in good condition

## Parents/Carers:

1. You should ensure your child is attending morning registration on a daily basis and report reasons of absence to the school reception following the usual procedures
2. You should ensure that your child is checking in regularly for assigned work.
3. 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.
4. We would insist that students do not try to film the session or invite others who should not be in the lesson to join.
5. A live online lesson must be treated like a regular school lesson and only viewed by those who are invited to attend.
6. If your child has a device loaned by the school, which becomes damaged you are responsible for informing the school and maybe asked to pay for a suitable replacement, this is in line with the agreement which was signed when the device was initially loaned