



Saint Joseph's
CATHOLIC SCHOOL

Remote Learning Policy (for staff & pupils)

Version 1.1 October 2020

ST JOSEPH'S CATHOLIC SCHOOL
CHURCH ROAD
LAVERSTOCK
SALISBURY
SP1 1QY

Success Criteria:

St Joseph's Catholic School creates and maintains a safe, productive remote learning environment for all staff and pupils

Context/Aim:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Monitoring Procedures:

By Whom: Governors' Academic Committee	When: Yearly	How: Report from Curriculum Deputy to Governors' Academic Committee Through the Safeguarding Annual Audit
--	------------------------	--

Evaluation:

By Whom: Head of ICT Faculty and Network Manager	When: Yearly	How: Report from Curriculum Deputy to Governors' Academic Committee
--	------------------------	---

Revision History:

Version	Approved and Ratified	Review Date	Additional notes
V1.1	October 2020	October 2021	Chair and Vice Chair ratified due to urgent Covid circumstances

Vision Statement:

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

At the heart of our school is the Christian vision of the human person. We want each member of our community to grow as an individual witness to the gospel values of love, truth and justice. We want each pupil to be healthy in mind, body and spirit.

Each member of our community should feel safe and secure in the learning environment. We aim to develop a sense of self-discipline and responsibility in our pupils. Everyone in our community should show respect for themselves, respect for others and respect for the environment.

We believe that each pupil should have the opportunity to enjoy and achieve to their full potential. We are committed to praising and celebrating achievement. We want our pupils to have high expectations of themselves to understand the value of service to others and our responsibility as stewards of the environment. Everyone has a contribution to make in helping to build the common good. We aim to equip our pupils with the ability to make good choices in their lives based on the positive relationships and values they have learned in St Joseph's.

We aim to help each of our pupils to develop morally and spiritually. We want them to achieve economic well-being while being mindful of the needs of others who are less fortunate.

We are committed to aspiring for excellence in all that we do for the sake of the gospel.

Head teacher

National Policies and guidance/courses referred to and incorporated into SJCS Policy:	
Document/Course Title:	Document/Course Date:
Computer Misuse Act	1990
Data Protection Act	1998
Freedom of Information Act	2000
Communications Act	2003
Malicious Communications Act	1988
Regulation of Investigatory Powers Act	2000
Trade Marks Act	1994
Copyright, Designs and Patents Act	1988
Telecommunications Act	1994
Criminal Justice & Public Order Act	1994
Racial and Religious Hatred Act	2006
Protection from Harassment Act	1997
Protection of Children Act	1978
Sexual Offences Act	2003
Public Order Act	1986
Obscene Publications Act	1959 and 1964

Other SJCS Policies that relate to this Policy:
Child Protection Policy Safeguarding Policy Behaviour Policy Whistleblowing Policy Staff Code of Conduct E-Safety Policy GDPR Policy Social Media Policy Parental Code of Conduct

1. Roles and Responsibilities

1.1 Teachers

When providing remote learning, teachers must be available between 8.55am and 3.35pm. Further details in Appendix A. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure, as well as emailing slt@sjcs.org.uk. When providing remote learning, teachers are responsible for:

- Setting work:
 - You need to provide remote learning for all classes taught during a normal school week
 - Each class should have work sufficient for the length of lesson they would normally attend
 - This work should be uploaded and readily accessible the day prior to teaching, in case of absence
 - All work should be delivered and resourced via MS Teams as per guides
 - Work should be coordinated with HoD.
- Providing feedback on work:
 - All work should be submitted via MS Teams as per guide
 - All feedback should be delivered via MS Teams as per guide
 - Assessment and formal feedback should be used at teacher's discretion, agreed with HoD and sufficient to indicate progress
- Keeping in touch with pupils who aren't in school and their parents:
 - Teachers are only available during working hours as defined above.
 - Communication with parents will predominantly be via email and subject to longer than normal response times due to the nature of working from home
 - Any concerns for teachers regarding remote learning should be forwarded directly to covid@sjcs.org.uk – for any safeguarding concerns, refer to the section below
 - In the event of behavioural issues that cannot be managed effectively, pupils will be removed from any live video link until the issue is resolved with parents via teacher/HoD/DoL's as appropriate
- Attending virtual lessons/meetings with staff, parents and pupils:
 - Dress code will be smart casual
 - Locations should avoid areas with background noise, nothing inappropriate in the background. Where possible, use the school remote learning background provided.

1.2 Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

1.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning strategy across the school, including training of staff and pupils (via online distance learning or personal 121 support as available). Offering appropriate support as required
- Monitoring the effectiveness of remote learning through:
 - Remote lesson drop-ins to support and monitor by Middle Leaders and SLT
 - Meetings with teachers and subject leaders
 - Reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Reports to Headteacher & relevant Governing Body Panels

1.4 Designated safeguarding lead

The DSL and team is responsible for the school's following of latest Safeguarding policy and addendum which can be found on our website.

Any breaches by either pupils, parents or staff of the above policy will be investigated and dealt with appropriately and may include outside agencies if required e.g. Police, Social Services, CEOP, Teaching Regulation Agency, Wiltshire SVP, etc.

1.5 IT support staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the SBM who will report to DPO (Romero).
- Assisting pupils and parents, if possible, with accessing the internet or devices

1.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work via Teams/Email if available.
- To follow all aspects of school Remote Learning Guidance and relevant areas of the schools Behaviour Policy

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work for any other reason e.g. technical issues
- Seek help from the school if they need it
- Be respectful when communicating with staff as per Parental Code of Conduct
- To support all aspects of school Remote Learning Guidance and relevant areas of the schools Behaviour Policy

1.7 Governing body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains high quality
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- The appropriate application of policy for any breaches of expectation and standards

2. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals, and record on SIMS:

- Issues in setting work – inform relevant subject lead or SENCO
- Issues with behaviour – Inform Senior Leaders OFO/CBA for triage
- Issues with IT – Inform PGI (via itsupport@sjcs.org.uk)
- Issues with their own workload or wellbeing – Inform line manager
- Concerns about data protection/GDPR – Inform GMA
- Concerns about safeguarding – Inform IMMEDIATELY via safeguarding@sjcs.org.uk – (DSL – ABA or DDSL's – RRI, CBA, GSN)

3. Data protection

3.1 Accessing personal data

When accessing personal data for remote learning purposes off site, all staff members will:

- Access all data either via Office 365, MS Teams or via Remote Desktop
- Should use school devices where possible or approved personal devices if required (see BYOD section).

3.2 Processing personal data

Staff members may need to collect and/or share personal data such as names and email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Staff are also reminded to show the utmost care in ensuring any personal details being processed are not visible on screen via remote means.

3.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Loss, Theft or Compromise

If the device is lost or stolen, or if it is believed to have been compromised in some way, the incident must be reported immediately to the Head Teacher/ Deputy as available.

4. Bring Your Own Device (BYOD)

BYOD (bring your own device) is the increasing trend toward employee-owned devices within a business. Smartphones are the most common example but employees also take their own tablets, laptops and USB drives into the workplace.

4.1 User Responsibility

General

Staff agree to a general code of conduct that recognises the need to protect school data that is stored on, or accessed using, a mobile device. This code of conduct includes but is not limited to:

- Doing what is necessary to ensure the adequate physical security of the Device
- Maintaining the software configuration of the device – both the operating system and the applications installed.
- Preventing the storage of sensitive data in unapproved applications on the device.
- Ensuring the device's security controls are not subverted via hacks, jailbreaks, security software changes and/or security setting changes
- Reporting a lost/stolen/compromised device immediately

Personally Owned Devices

The personal smartphone and tablet devices are not centrally managed by St Joseph's Catholic School. For this reason, a support need or issue related to a personally owned device is the responsibility of the device owner. Specifically, the user is responsible for:

- Settling any service or billing disputes with the carrier
- Purchasing any required software not provided by the manufacturer or wireless carrier
- Device registration with the vendor and/or service provider
- Maintaining any necessary warranty information

- Battery replacement due to failure or loss of ability to hold a charge
- Backing up all data, settings, media, and applications
- Installation of software updates/patches
- Loss or damage

	School owned for single user	School owned for multiple users	Authorised device ¹	Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	Yes	Yes	Yes
Full network access	Yes	Yes	Yes	No	No	No
Internet only	Yes	Yes	Yes	No	Yes	Yes
No network access				Yes		

¹Authorised device – purchased by the pupil/family through a school-organised scheme. This device may be given full access to the network as if it were owned by the school.

Emails on personal devices

Staff are allowed school email access on their personal devices however the device must adhere to a strong password policy. If this is not in place, the email system will automatically reject installation of school email software on the device. All communication must be via Office 365 to prevent incorrect accounts being used. Any error must be reported immediately to SLT.

Security Policy Requirements

The user is responsible for securing their device to prevent sensitive data from being lost or compromised and to prevent viruses from being spread. Removal of security controls is prohibited.

Users are forbidden from copying sensitive data from email, calendar and contact applications to other applications on the device or to an unregistered personally owned device.

Wi-Fi Access to school network

Users who connect to St Joseph's Catholic School Wi-Fi network with a personally owned device will be allowed access to the school systems and resources available via the Internet. It is strictly prohibited to pass the credentials for network access to any third party.

Loss, Theft or Compromise

If the device is lost or stolen, or if it is believed to have been compromised in some way, the incident must be reported immediately to the Head Teacher/ Deputy as available.

5. Safeguarding

The latest Safeguarding policy and addendum for remote learning can be found on our website.

APPENDIX A

Changes to school day times and structure (draft)

Standard day

Start	End	Description
8.55	9.05	Registration
9.05	9.55	Period 1
9.55	10.45	Period 2
10.45	11.05	Break
11.05	11.55	Period 3
11.55	12.45	Period 4
12.45	13.20	Lunch / Tutor 1
13.20	13.55	Lunch / Tutor 2
13.55	14.45	Period 4
14.45	15.35	Period 5

Remote day

Start	End	Description
8.55	9.05	Staff Briefing
9.05	9.55	Period 1
9.55	10.45	Period 2
10.45	11.05	Break
11.05	11.55	Period 3
11.55	12.45	Period 4
12.45	13.55	Lunch / Support
13.55	14.45	Period 5
14.45	15.35	Period 6

Acts of Collective Worship, PSHEE/Careers will be delivered to pupils on a weekly basis at a time and in a format, best suited to the needs of the community and pupils and will be compulsory for all.

Key changes

- To support continuity, planning, feedback and guidance, there will be a daily briefing for all teaching staff between 8.55 and 9.05
- There will be a single combined lunch break for all staff from 12.45 to 13.55
- The lunch break will be bookable to meet virtually with a member of SLT / tech support as required
- Any additional staff meetings will be arranged in advance with a week's notice (unless emergency meeting required)
- Departments should meet virtually, in their timetabled slot.
- LM meetings should take place virtually, in their timetabled slot.

Lesson Structure

In a standard 50-minute lesson, all staff should aim for the following aspects to be followed (unless circumstances dictate otherwise)

Start	End	Description
0	15	Begin recording of lesson. Welcome pupils. Delivery via video link of lesson content and assignment. (email notification of problem with lesson to slt@sjcs.org.uk)
15	35	Pupils on task. Video link closed. Q&A via chat function.
35	40	Download attendance report. Deliver plenary via video link. Close lesson. End recording.
40	50	Email attendance report to api@sjcs.org.uk. Prepare next lesson.