

Student Remote Learning Agreement

Date	March 2020- (Version 1-0-0) October 2020 (Version 1-0-1)
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Purpose

The purpose of this agreement is to ensure that you, as a pupil, are aware of your individual responsibilities around remote learning, including the use of ICT. Other policies that refer to the use of ICT in and out of school are the ICT Acceptable Use Policy, the Anti-Bullying policy and the Child Protection (Safeguarding) Policy and Guidance.

Scope and Definitions

This agreement applies to all pupils who use or access information, resources or teaching either using the school's equipment or a device that is not the property of the school. It is applicable to the teaching and learning that is taking place during the coronavirus pandemic and to the measures necessary to retain some continuity of education during this unprecedented time.

Rules of the Agreement

Pupils will only use technology for remote learning as directed by their teachers and when a parent/carer has given permission to do so and is aware of the nature of the teaching materials that are being accessed.

Pupils (and parents) are responsible for their behaviour when accessing remote learning facilities, including when taking part in online sessions with audio or video calls. All communication should be sensible and responsible.

Pupils will follow the normal rules included in the ICT Acceptable Use policy such as

- Not recording or taking, photos of any online sessions involving other pupils or teachers.
- Not accessing or sharing any content that is offensive or illegal.
- Not sharing passwords or personal information with other students or people you meet on the internet.
- Giving the School permission to check the use of the school ICT services if the Principal has reasonable suspicions that a pupil has broken any of the rules above.

When a teacher requests that pupils use an audio or video-conferencing facility to access remote learning pupils (and parents) should be aware of these safeguarding requirements.

- Pupils must be in a quiet and safe environment that is free from distractions. The use of a bedroom should be avoided wherever possible.
- Pupils should be dressed appropriately for learning, for example no pyjamas or other clothing not suitable for a more public setting.
- Pupils should be on time for the session or lesson and will always give the activities their full attention. Any link or password to these sessions should not be shared with anyone else.
- Sessions may be recorded by the teacher and a link to the recording will be held on the school systems for future reference. However, as above, pupils are not allowed to record any part of a call or video session. Pupils should generally only use audio capability to join these sessions and should have their camera or video facilities disabled at all times, unless the teacher asks them to enable them, for example for a one-to-one musical instrument lesson.
- Pupils will leave the call or video-conference as soon as asked to by the teacher.

Pupils should follow teacher instructions about the submission of completed work, and the School will contact parents should work not be submitted or completed to a reasonable standard.

Staying Safe

The school has updated its Child Protection and Safeguarding Policy to make sure that teachers, pupils, and parents and carers are aware of how to stay safe when working from home. If you have any concerns or need further information about issues such as e-safety or cyberbullying you can contact Mrs Chapman, Mrs Wright, Mrs Lawrence (for Junior School) or your Head of School (Miss Smith, Mr Dove, Mrs Wright, Mrs Hammons or Mrs Trevis), or your tutor or class teacher.

Accessing School-Based Lessons from home

The school will inform parents when pupils will be allowed to access-school based lessons from home if they are self-isolating but are well enough to participate in learning. Pupils will be expected to adhere to the above guidance at all times, including appropriate use of video capability.

It should be noted that pupils working remotely you may not be able to access all activities during a live lesson, although teachers will do their best to answer questions during the lesson.

Pupils are reminded that no recordings should be made (or images taken) of any part of a lesson to preserve the privacy of the other pupils in the classroom and they will be expected to leave the remote session at the end of the lesson or as instructed by the teacher. They may be asked to submit their work electronically.

Date	Change History
March 2020	Agreement written
September 2020	Accessing school lessons from home guidance added