

# LIVE ONLINE LESSON POLICY

“Real Teaching in a Virtual World”

Claire Harrap-Stanley

[charrapstanley@heathfarmschool.org](mailto:charrapstanley@heathfarmschool.org)

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Please note: From 22 October 2020 to the end of the 2020/2021 academic year, schools have a legal duty to provide remote education to those who require it. Schools providing live online lessons should consider this policy alongside the requirements laid out in a **[Student Remote Learning Policy](#)**.

## Statement of intent

At Heath Farm School we understand the need to continually deliver high-quality education. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all students have access to online lessons where required.

Through the implementation of this policy, we aim to address the key concerns associated with live online lessons, such as: systems and technology, safeguarding, conduct and accessibility.

This policy aims to:

- Minimise the disruption to students' education and delivery of the curriculum.
- Ensure provision is in place so that all students have access to high-quality lesson content.
- Protect students from the risks associated with using an online lesson platform through the internet.
- Ensure staff and student data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during live online lessons.
- Ensure all students have the provisions required to take part in live online lessons.

Signed by:

Head teacher

Date:

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## 1. Legal framework

1.1. **[Updated]** This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- **[New]** Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
- **[New]** DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- **[Updated]** DfE (2020) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- **[Updated]** DfE (2020) 'School attendance: guidance for schools'
- **[New]** DfE (2020) 'Remote education good practice'

1.2. This policy operates in conjunction with the following school policies:

- HFS Data Protection Policy
- HFS Child Protection and Safeguarding Policy
- HFS PBRs Policy
- HFS Online Safety Policy
- OFG Staff Code of Conduct
- HFS Student Code of Conduct (Student Learning Agreement)
- OFG Acceptable Use Agreement – Students
- OFG Technology Acceptable Use Agreement – Staff
- OFG Records Management Policy
- **[New]** [Data and E-security Breach Prevention and Management Plan](#)

## 2. Roles and responsibilities

2.1. The Governing Board is responsible for:

- Ensuring that HFS has robust risk management procedures in place.
- Evaluating the effectiveness of HFS's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the head teacher.
- **[New]** Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.

2.2. The head teacher is responsible for:

- Ensuring staff, parents/ carers/ clients and students adhere to the relevant policies at all times.
- Reminding all staff, parents/ carers/ clients and students regarding e-safety and keeping safe online particularly in those circumstances where students are using their own devices.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with live online lessons. See our Remote Learning Risk Assessment Policy updated for Coronavirus-19 response.
- Ensuring that there are arrangements in place for monitoring incidents associated with live online lessons.
- Ensuring that HFS has the resources necessary to carry out the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the management committee and communicating any changes to staff, parents/ carers/ clients and students.
- Arranging any additional training staff may require to support students with live online lessons.
- Conducting weekly reviews of the live online lesson arrangements to ensure students' education does not suffer.
- **[New] [From 22 October 2020 to end of 2020/2021 academic year] Ensuring, in collaboration with the Governing Board, that the school's live online lesson arrangements follow the legal obligations regarding remote education, as outlined in the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction, and HFS's Student Remote Learning Policy.**

2.3. Staff members are responsible for:

- Adhering to this policy at all times during periods of live online lesson usage.
- Reminding students and parents/ carers/ clients of how to keep safe online.
- Reporting any safeguarding incidents and concerns to the DSL and asking for guidance as appropriate.
- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects on school-owned equipment used for live online lessons to the ICT support team in Bolton.
- Adhering to the OFG Staff Code of Conduct at all times.

2.4. The Headteacher is responsible for:

- Liaising with the IT Application Specialist / IT support team in Bolton/ School's ICT technician/ ADL Network School Champions to ensure that the technology used for live online lessons is accessible to the majority of [Challenge: ALL] students and that reasonable adjustments are made where required.

- Ensuring that students with EHC plans continue to have their needs met during live online lessons, and liaising with the head teacher and others internally and externally to the network, to make any alternate arrangements for students with EHC plans and IEPs.
- Identifying the level of support or intervention that is required while students with SEND take part in live online lessons.
- Ensuring that the live online lesson provision put in place for students with SEND is monitored for its effectiveness while remote learning is undertaken.

2.5. The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding live online lessons.
- Reminding students and parents/ carers/ clients of how to keep safe online.
- Liaising with the IT Application Specialist / IT support team in Bolton/ School's ICT technician/ ADL Network School Champion to ensure that all technology used for live online lessons is suitable for its purpose and will protect students, as far as possible in an online environment, acknowledging many students use their own personal devices.
- Identifying vulnerable students who may be at risk if they take part in live online lessons.
- Ensuring that child protection plans are enforced if vulnerable students take part in live online lessons.
- Identifying the level of support or intervention required while students take part in live online lessons and ensuring appropriate measures are in place.
- Assisting teachers with all live online lesson planning to ensure the correct safeguarding measures are in place.

2.6 [New] The IT technician in collaboration with the IT Team in Bolton is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

### 3. Systems and technology

- 3.1. Staff will be told to only download software for live online lessons from a trusted source, e.g. [Zoom.us - the provider's official website](#).

- 3.2. **[New]** The head teacher will research the best provider to use for live online lessons, taking into account ease of use, privacy measures and suitability for the purposes of live online lessons. Where necessary, they will refer to government-approved resources, e.g. from the [National Cyber Security Centre \(NCSC\)](#) and from the [UK Safer Internet Centre](#), when selecting their recommended providers.
- 3.3. **[New]** Teachers will review the DfE's list of [online education resources](#) and utilise these resources as necessary.
- 3.4. Staff will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 3.5. Staff will ensure their live online lesson service account is protected with a strong password.
- 3.6. Staff will ensure they test and understand the service [The ADL blended learning management platform (Canvas) & online classroom (Zoom)] before conducting their first live online lesson.
- 3.7. Staff will ensure they understand how to mute the microphone and turn off their camera on their device before their first live online lesson.
- 3.8. The head teacher will train staff in the features and tools which are available to them through the chosen live online lesson system, e.g. recording to cloud, sharing files, screensharing, behaviour management techniques and safeguarding protocols.
- 3.9. Staff will as far as possible ensure and advise all students due to attend live online lessons have access to equipment that will enable them to participate, e.g. a laptop and internet access, safe, comfortable, appropriate and risk assessed working space, availability of a trusted adult in the vicinity, ergo mouse & headset/ microphone; to ensure they do not fall behind their peers who do have access.
- 3.10. The headteacher will ensure streaming and 1:1 online chat functions are disabled for students.

#### 4. **[Updated]** Safeguarding

- 4.1. Staff will always have due regard for the HFS Safeguarding Policy whilst conducting live online lessons.
- 4.2. The planning of live lessons will always be carried out in conjunction with the DSL.
- 4.3. The DSL will ensure the system used for live online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson.
- 4.4. Pupils will be reminded not to share private information through the live online lesson system by the live class teacher.

- 4.5. The live class teacher will remind pupils will not to respond to contact requests from people they do not know when using systems for live online lessons.
- 4.6. Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons, via **email/ inbox**. Pupils will be provided with the contact details of the DSL to report any concerns.
- 4.7. Staff will ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly.
- 4.8. Support staff will be on hand to supervise and handle any sudden changes or developments, such disputes between pupils, that may occur during the live online lesson.
- 4.9. Staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with HFS's Safeguarding Policy.
- 4.10. **[New]** The school will ensure that parents know what pupils are expected to do for a live online lesson, including the websites pupils will be asked to use and the school staff pupils will interact with online.
- 4.11. **[New]** The school will communicate the importance of online safety to parents, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. The school will inform parents of the [government-approved resources](#) on child online safety to support parents further.

## 5. Personal data

- 5.1. Staff will have due regard for the network's Data Protection Policy & ICT Policy at all times whilst conducting live online lessons.
- 5.2. HFS will obtain consent from parents/ carers/ clients to conduct any live online lessons via letter/ email/ personal contact.
- 5.3. HFS will communicate the details of how to access the live online lesson and any additional information regarding online learning to parents/ carers/ clients and students via letter/ email/ personal contact.
- 5.4. HFS will obtain consent from parents/ carers/ clients if any images or identifying information about any student may be used during the live online lesson, e.g. by using video conferencing, via letter/ email/ personal contact.
- 5.5. ADL will provide students with a login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used by students. HFS will send invites via Parentmail and parent/carer emails.
- 5.6. Staff will ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons, e.g. to report anything serious that has taken place during the online lesson.



- 5.7. Any data transferred between devices will be suitably encrypted. Where this is not possible, other data protection measures will be in place, such as using initials of students instead of full names.
- 5.8. When recording a live lesson, prior permission will be acquired from parents/ carers/ clients at induction and all members of the live lesson will be notified before the lesson commences via letter/ email/ personal contact, and reminded periodically once they have joined the live online lesson. The recording icon will be displayed at all times in all recorded lessons.

## 6. Student conduct

- 6.1. Live class leads and staff will ensure students understand their responsibilities with regards to conduct during live online lessons delivered by HFS staff.
- 6.2. Lessons delivered via the ADL platform will ensure that students acknowledge the Student Learning Agreement/ Acceptable Use Agreement – Students prior to taking part in live online lessons via the Welcome Induction Class.
- 6.3. Students will be reminded that they should not be taking part in live online lessons if they are in an inappropriate setting, e.g. a bedroom.
- 6.4. ADL students will be provided with Student Learning Agreement via the Welcome Session and will be expected to adhere to the measures outlined within it.
- 6.5. Students will be reminded not to record live online lessons on their devices.
- 6.6. Students will be reminded to use the microphone in class when they are prompted to do so or have a question about the lesson.
- 6.7. Students will be reminded to adhere to the ADL Behaviour for Learning Policy if accessing ADL and the HFS PBRS Policy at all times during live online lessons, as they would during a normal school day.
- 6.8. ADL staff will ensure that any students who breach the code of conduct will be disciplined in line with the ADL's Behaviour for Learning policy and HFS PBRS policy .

## 7. Staff conduct

- 7.1. Staff will be required to re-read the [OFG Staff Code of Conduct](#) prior to carrying out live online lessons to ensure they understand their responsibilities with regards to conduct during live online lessons.
- 7.2. ADL will ensure that staff read, sign and return the [Technology Acceptable Use Agreement – Staff](#) prior to commencing live online lessons.
- 7.3. Staff will only use school-provided email addresses and phone numbers to communicate with students/ parents/ carers when conducting live online lessons.

- 7.4. Staff will only use school-owned devices for conducting live online lessons, where possible. Where personal devices are used, staff will inform the head teacher and get express permission to use such devices.
- 7.5. Staff will not share personal information whilst conducting live online lessons.
- 7.6. Staff will conduct live online lessons with appropriate surroundings, e.g. sitting somewhere with a neutral background or using the Zoom classroom virtual background with appropriate imagery.
- 7.7. Staff will communicate with students, carers/parents within school hours as far as possible (or within hours agreed with HFS to suit the needs of staff) using the ADL platform inbox, parent/carer email or OFG based email.
- 7.8. Staff will only communicate and conduct live online lessons through channels approved by the SLT.
- 7.9. Staff will not commence online lessons without complying to the agreed online timetable or with confirmation that at least one other colleague (line manager or SLT) is aware that the live online lesson is taking place.
- 7.10. Staff will keep a log of everything that happens during live online lessons and ensure it is properly documented in line with the [OFG's Records Management Policy](#).

## 8. Students with SEND

- 8.1. HFS will ensure students with SEND receive additional support with live online lessons where needed, e.g. by careful differentiation of work or from an additional member of staff within the live online lesson via phone call or using teaching assistants and STUDIO within the ADL platform or Zoom to record sessions in breakout rooms.
- 8.2. Staff will be sensitive to the needs of any students who may be sensitive to certain topics or issues that may arise during live online lessons.
- 8.3. The SLT and teacher will consider whether one-to-one lessons are appropriate in some circumstances for students with SEND.
- 8.4. Additional measures will be considered for students with SEND to mitigate the risk of students falling behind their peers in terms of education, e.g. paper based materials being used to complement the online lesson learning, differentiated learning pathways through software and the ADL platform or Zoom.

## 9. Monitoring and review

- 9.1. The head teacher, and lead DSL will review the measures outlined in this policy weekly to ensure it reflects the most up-to-date circumstances of HFS's online learning provision.

- 9.2. The head teacher and governing board will schedule a review of the effectiveness of this policy termly or more frequently during the Covid-19 pandemic or in the event of local school closures.
- 9.3. Any changes to this policy will be communicated to relevant stakeholders, including parents/ carers/students and teachers.
- 9.4. The next scheduled review date of this policy is Easter 2021.