



'Learning together through love, friendship, forgiveness and faith.'

St Michael's CE Primary Remote Learning Policy

Joshua 1:9 (NLT)

Be strong and courageous! Do not be afraid or discouraged. For the Lord your God is with you wherever you go."

Table of Contents

1. Aims	3
2. Roles and Responsibilities	3
2.1 DFE Recommendations	4
3. Contingency Planning	
3.1 Remote Teaching and Learning if a Bubble Closes	5
3.1 Remote Learning if Pupils are Self-Isolating	5
4. Resources and Virtual Platforms.....	6
5. Contacting Children & Families at Home: Guidance for Staff.....	7
5.1 Safeguarding.....	7
6. Appendix 1	9
6.1 Recommended Links.....	9
6.2 Links with Other Policies	9
7. Appendix 2.....	10
7.1 Remote Learning Agreement	10
8. Appendix 3.....	11
7.1 Rules	11
7.2 Joining the Video Call with a Member of Staff.....	11
9. National Online Safety Guides	12

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school and provide opportunities for every child to flourish.
- Our school has strong links with the Church and we wish to set out expectations for all members of the school and local community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure remote learning is offered within a culture of vigilance to safeguard all children
- Facilitate opportunities so every child can flourish in a place where they feel safe, happy and confident.

2. Roles and responsibilities

With an increase in use of all types of social media and virtual access to learning, for professional learning teaching and communication this guidance sets out clear protocol for staff to manage risk and behaviour online.

- Core messages should include the protection of pupils, the school and the individual when publishing any material online.
- Expectations for teachers' professional conduct are set out in Teachers' Standards 2013 the Internet Safety Policy and the school Staff Code of Conduct (and Staff Handbook).
- Ofsted's online safety inspection framework reviews how a school protects and educates staff and pupils in their use of technology, including the measures that would be expected to be in place to intervene and support should a particular issue arise.
- Schools are increasingly using social media as a powerful learning tool and means of communication. It is important that this is carried out in a safe and responsible way.
- During Covid-19, if a school or class bubble is directed to close by Public Health England, the Department for Education has published a set of expectations for schools:

2.1 DFE RECOMMENDATIONS

Use a curriculum sequence that allows access to high quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations

Give access to high quality remote education resources

Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use

Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access

When teaching pupils remotely, we expect settings to:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- Teach a planned and well sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- Provide frequent, clear explanations of new content, delivered by a teacher in the setting or via high quality curriculum resources or videos
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations more to ensure pupils' understanding
- Plan a programme that is of equivalent length to the core teaching pupils would receive in their setting and would ideally include daily contact with teachers

The Education Endowment Foundation (EEF) has found that the effectiveness of remote teaching is determined by many of the same factors that determine the effectiveness of live classroom teaching. For example:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

These characteristics of good teaching are more important than the medium of delivery, be it in the 'live' classroom or through remote provision (whether or not that remote provision is live or prerecorded). It is important that schools consider how to transfer into remote education what we already know about effective teaching in the live classroom.

Evidence shows that lengthy or open-ended projects or research activities are in, most cases, less likely to lead to strong progress or outcomes. Such approaches should generally be avoided in favour of the more interactive, teacher-led approaches to delivering the school's planned curriculum.

3. Contingency Planning

There are different scenarios that will result in a pupil having to engage in remote learning (3.1 and 3.2):

3.1 REMOTE TEACHING AND LEARNING IF A CLASS BUBBLE CLOSES

Things to consider include:

A. Where is the session taking place?

Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background. Teachers will consider blurring the background or using a template background if within their own home(s).

B. Which platform(s) will you use?

Teachers will use school equipment and devices to access platforms and communicate, where possible.

- Pre-recorded Teaching (e.g. Video / Audio recordings made by Teachers)
- Printed paper packs produced by teachers (e.g. Worksheets / Home learning packs)
- Commercial websites supporting the teaching of specific subjects or areas, including video clips or sequences. The most popular learning links are listed below (*please see Remote Learning and Virtual Platforms*).

3.2 REMOTE LEARNING IF PUPILS ARE SELF-ISOLATING

- Parents will inform the school office ASAP if a pupil needs to self-isolate (either due to a member of their household testing positive or being contacted through NHS track and trace)
- Teachers will then have 24 hours (working days) to ensure tasks and information are uploaded to the Class Web Page (on the 'Remote Learning' subpage)
 - Parents and teachers can communicate via the class email as necessary
- Teachers will make a weekly phone call to the family to check how the pupil is and to give any feedback (see guidance above)
- Teachers will also continue to follow safeguarding procedures if they have a welfare concern for a pupil who is self-isolating

4. Resources and Virtual Platforms

We use a combination of the following approaches to teach pupils remotely:-

Pre-Recorded Teaching Material	Loom Google Classroom YouTube Padlet Microsoft PowerPoint
Feedback to Pupils	Seesaw St Michael's C of E, Sunninghill
Teacher Assigned Learning	Purple Mash
Home Learning Packs	Classroom Secrets
Online Virtual Lessons	Oak National Academy BBC Bitesize White Rose Maths Home Learning
Specific Learning Programs	Nessy
Online Reading Platforms	Accelerated Reader: Year 3 to Year 6* MyOn: Year 2 to Year 6* Oxford Owl: EYFS to Year 2* <i>*Log-in details for each of these learning platforms have been provided to children and parents/carers</i>
Communication with Pupils	Microsoft Teams* <i>*Log-in details for each of these learning platforms have been provided to children and parents/carers</i>

5. Contacting Children and Families at Home: Guidance for Staff

While schools or class bubbles are closed, staff might need to contact families or children individually, for example to give feedback/comment on homework, check on their welfare, respond to questions regarding learning.

Staff should:

- Follow the staff code of conduct and always have consideration for CP, safeguarding and welfare needs of the families and child(ren).
- Use your discretion to communicate with families at a sensible time and preferably during school time and respond to queries within three working days. This does not need to be immediately or on the same day. If possible, agree a time to call via the class email address so that parents are aware the 'withheld number' is a staff member calling.
- Report any welfare concerns to a Designated Safeguarding Lead (DSL) via school email ASAP.
- Correspond using your professional name and the family name rather than first name terms with the parents and carers.
- Keep conversations on a professional level and deviate from personal conversations.
- Make sure conversations are positive with the pupil needs central to decision making.
- Staff will use parents' or carers' email addresses or phone numbers to communicate with children via their class email, unless this poses a safeguarding risk. Staff will use school accounts to communicate via email or online platforms, never teachers' personal accounts.
- Make sure any phone calls are made from a blocked number so teacher's personal contact details are not visible (141 and then phone number will block your personal details).
- If staff members are accessing families' contact details at home, ensure they comply with the Data Protection Act 2018 and GDPR. Pupils will be given their log-in and password details in school. This will be the same account they use in school

5.1 SAFEGUARDING

Please contact one of our Designated Safeguarding Leads (DSL) if you have any concerns about a child either because you have seen or heard something during online or telephone communication or work received or if a child discloses abuse during a phone call or via email.

The Governing Board is responsible for:

This policy was adopted by St Michael's CE Primary School and ratified by the Full Governing Board.
On October 29th 2020

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

Review date: 29/10/21

APPENDIX 1: LINKS

6.1 Recommended Links

[NSPCC Learning: Undertaking remote learning safely](#)

[Safeguarding and Remote Education during Coronavirus \(Covid 19\)](#)

6.2 Links with Other Policies

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

APPENDIX 2: REMOTE LEARNING AGREEMENT

1. I will only use ICT systems in school/home, including the internet, e-mail, digital video, mobile technologies, for school purposes.
2. I will only use my school e-mail address for school related things.
3. I will not attempt to bypass any computer or user account restrictions to access confidential or otherwise restricted information on the school network.
4. I will not try to bypass the internet filtering system.
5. I will make sure that all electronic communications with pupils, teachers or others are responsible and sensible.
6. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
7. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
8. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
9. I will follow the school approach to online safety and not deliberately record/video upload or add any images, video, sounds or text that could upset or offend any member of the school community
10. I will respect the privacy and ownership of others' work on-line at all times.
11. I understand that all my use of the Internet and other related technologies will be filtered, and can be monitored, logged and made available to teachers, to protect me and others and the integrity of school systems.
12. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer will be contacted.

Student Name:	
Signed Pupil:	
Signed Parent/ Carer:	






APPENDIX 3: VIDEOCONFERENCING GUIDANCE

7.1 Rules

During video calls with your teachers it is really important that you stick to these rules:

1. An adult is with you during the video call
2. You are in either your dining room, living room or kitchen and not your bedroom.
3. You must be dressed and ready – not in pyjamas.
4. Please remember that the video conference is part of school. You must be respectful to staff and other pupils. School rules still apply!
5. Staying safe online – keeping yourself, your classmates and your teacher safe.
6. Do not record or take pictures of your teacher or classmates during your online sessions.

7.2 Joining the Video Call with a Member of Staff

-  Your teacher will send you an invitation to join a meeting on Teams. This will, in most cases, come through via email.
-  Open the invitation and click on 'Yes' or the 'Green Tick' to the right hand-side of the email window.
-  If you go onto the Calendar, you should be able to see the meeting on the Calendar.
-  Click on 'Join'.
-  You will have the option to 'Join in' on the Teams App or to 'Join' using the Browser. If you can download the Teams App on your computer at home, it generally works better.



Microsoft Teams, or simply 'Teams', is a platform that allows for collaborative working, either as students or as professionals, using communication capabilities through audio, video and instant messaging. The software is available both online through a web browser and to download from microsoft.com. Users can have 1:1 online meetings or set up live events to host up to 10,000 people. Groups can be set up to include only relevant users and almost all file-types can be uploaded and shared, from PDFs and Word documents to audio and video files.

AGE RESTRICTION
13+



What parents need to know about MICROSOFT TEAMS



DISCLOSING PERSONAL DETAILS

Like any messaging service or social network, children can be targeted by others to share their private or personal information ranging from their phone number, birthday and home address to their social media accounts or even their personal login details and passwords. Oversharing their private information can lead to any manner of risks including online fraud, bullying or even grooming activity.



CYBERBULLYING

The risk of cyberbullying can be increased online when using chat facilities. Microsoft Teams provides the ability for users to chat to each other via its instant messaging service, both as part of a group or privately. Children could find themselves the target of negative or hurtful comments directed from other users who might find it easier to say things they maybe otherwise wouldn't in person.

BULLY



INAPPROPRIATE CHAT

The chance to have private conversations in Teams can also mean that children feel as though they can share messages and communication between each other that are hidden away from others. Whilst children are most likely to use Teams in a school setting, the ability to chat privately may provide an opportunity to be less formal which could lead to sharing inappropriate messages, files or content which is unsuitable in a school environment.



HACKING RISK

Teams, like any software application, may be a target for hackers to illicit personal data. A 'man-in-the-middle attack' could occur, whereby the attacker reroutes communication between two users through the attacker's computer without the knowledge of the other users. This means that online communications could possibly be intercepted and be read or listened to, exposing both parties to the possibility of identity fraud or other criminal behaviour.



VIRUS INFECTION

Viruses and other harmful programs are among the risks of using online platforms like Microsoft Teams. Wherever you can share files or links, there is a risk that the content could be malicious. This could lead to slow computer performance, deletion of data, the theft of private or personal information and even hackers taking control of your PC.



LIVE STREAMING RISKS

Microsoft Teams, like other video-conferencing software platforms, facilitates live streaming. That means it inevitably carries some of the associated risks. These are likely to be minimal within a controlled environment (for instance in a classroom setting / remote learning). However, live streaming means that content isn't always moderated and children may inadvertently view or hear inappropriate, unsuitable or offensive material that they otherwise wouldn't.



National
Online
Safety®
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Safety Tips for Parents & Carers

BLOCK USERS

If your child is receiving inappropriate messages or finds themselves being harassed or abused on Teams, they can block these contacts from the privacy control in the settings menu. To add an extra layer of protection, you can also block contacts whom hide their ID to protect children from communicating with people they don't know.



PROTECT PERSONAL INFO

It's a good idea to talk to your child about the importance of keeping their personal information private and secure. Children should only give out the minimum information they need to when creating an account and understand that if other people request their personal details from them, they should avoid providing it and report any concerns to a trusted adult.



ENABLE BACKGROUND BLUR

To help protect your privacy during a video call or live stream, it may be a good idea to blur the background or even add a background effect. This can easily be done by clicking 'Background effects' before joining a meeting after which you'll have the option to blur your background, replace your background with one of the images provided or upload and use an image of your own.



UPDATE COMPUTER SECURITY

It's important to ensure you perform regular computer and software updates, as these patches often improve security flaws and minimise your vulnerability to cyberattacks. Having your own computer security or anti-malware software is another level of defence in minimising the chances of an attack from viruses, malware and other harmful programs. Ensure this is updated everyday so that it is able to protect you against the very latest threats.



TALK ABOUT RISKS

As a parent, talking to your child and making them aware of the risks of working and communicating online can help them to be more digitally resilient. Perhaps outline a set of agreed do's and don'ts and try to ensure young people know what to do if they are made to feel uncomfortable or experience any negative behaviour or activity.



AVOID VIDEO/AUDIO

It's always a good idea to turn off your audio during live group calls when not in use. This can easily be done by muting the mic and will avoid others hearing anything personal in the background at home or at school. Similarly, if possible, try to encourage children to avoid using video call to help guard against any privacy concerns and limit the risks of viewing anything inappropriate or unsettling.



Meet our expert

Emma Davis is a cyber security expert and former ICT teacher. She delivers cyber awareness training to organisations nationally and has extensive knowledge and experience of managing how children access services and apps online.



SOURCES:
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
<https://www.microsoft.com>
<https://www.thinkuknow.co.uk>



www.nationalonlinesafety.com Twitter - @natonlinesafety Facebook - /NationalOnlineSafety Instagram - @nationalonlinesafety

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10 TOP TIPS

REMOTE LEARNING FOR TEACHERS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For school staff and teachers, there is a lot to consider and planning is key to ensuring a smooth transition from classroom to home. That's why we've created these top tips to help school staff ensure they deliver the most secure and safest remote learning experience they can, both for themselves and their students.

1) Familiarise yourself with the relevant policies

Whilst remote learning might be uncharted territory for you and your school, ensure you still adhere with the relevant policies around safeguarding, acceptable use, data protection, student behaviour and online conduct, for example.



2) Consider your surroundings

The use of webcams, video and live streaming must be done with careful thought. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Avoid bedrooms.



3) Create and disseminate a clear distance learning policy and guidance

This is important so that parents and pupils are clear as to what is expected of you, including around behaviour and conduct. It will also provide them with a level of confidence and reassurance.



4) Only use school approved platforms and communication channels

Make sure that you keep to communicating through official outlets, such as your school online portals or assigned email addresses. Never communicate using personal emails or numbers and refrain from communicating outside of school hours.



5) Maintain professional dress at all times

Treat any online lesson the same as delivering a lesson in the classroom. Maintain a professional image and never wear anything inappropriate or revealing. Encourage your students to also wear their school uniform.



6) Distribute a class timetable/schedule for remote learning

This will help to maintain a structure and lesson plan to classes. Include the frequency of lessons, duration, how they will be delivered, times for online and offline learning and any links. This will give parents a sense of structure and reassurance around lesson delivery.



7) Ensure you use the correct/ appropriate technology

Remote learning will mean that you will need to employ the right technology and software to ensure that students are able to access learning in the safest and most secure way. Look to distribute a list of safe apps and software that are secure and won't raise any safeguarding concerns.



8) Protect personal data

Only use appropriate systems and software that require email and password login. It's always best-practice to only use school-provided email addresses.



9) Consider the needs of SEND pupils and vulnerable learners

It's important to try and accommodate all students, including children with SEND or those who are more vulnerable, and take into account different levels of learning.



10) Try to make lessons fun and engaging and encourage regular feedback

Remote learning is a fantastic way to be imaginative with teaching and learning and a great way to encourage independent thinking. Try to encourage a two-way flow of communication with parents and students to help maintain transparency and confidence in the learning process.



10 TOP TIPS

REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a 'mock' classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



8) Don't share passwords or other sensitive information

In order begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.



10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feedback progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.





A GUIDE TO SAFER LIVE LESSONS



An online lesson occurs when teachers use video conferencing software to 'live stream' lessons to their pupils. Some of the most popular apps and websites that support this include Zoom, Google Hangouts, Skype and Microsoft Teams. Online lessons can be a great way to replicate classroom interaction, ask immediate questions and gather instant feedback. It's also convenient and allows learning to take place anywhere with an internet connection. However, live lessons aren't always accessible to everyone and younger children will need a lot of parental supervision, which isn't always practical.

What teachers need to consider

CONDUCT

If you decide to host an online lesson, it's important that you maintain a level of professionalism and treat any online lesson in the same way you would treat a classroom lesson. Dress appropriately and find a setting which has a plain background and has no personal information on display. Remind pupils of acceptable behaviour and their conduct during class. It's worth remembering that live streaming means screenshots and video recordings of your lesson could occur so you should always observe professional conduct at all times.



COMMUNICATION

Hosting a live lesson means that you will have to think about how you communicate and through what channels. Children will need access to the internet, have the appropriate technology and will need to download the relevant software or application. Some, or all, of these may not be widely available to everyone. It's also important to consider that the software that you choose to use is secure and has the relevant privacy and security settings in place. Any contact should only be through a platform provided by the school and not through personalised accounts open to public viewing, comments or sharing.

CONTENT

Planning your content will be a key factor to consider prior to hosting an online lesson. It's important to ensure that all content is age-appropriate and that any tasks that you set which require use of the internet won't lead children towards anything offensive or inappropriate. Always try to ensure that live lessons take place with the whole class but bear in mind that some pupils may work slower than others depending on the type of tasks you set.



What parents need to consider

CONDUCT

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer or webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.



COMMUNICATION

If your child is part of an online lesson, they may need support in setting up the relevant software and communication platforms in order to take part. Your school will usually provide the relevant details on how to do this however it's worth ensuring that you have some awareness of the privacy and security settings so that you know that all communication is secure. It's important to raise any concerns that you have with the school if you are unable to accommodate an online lesson for any reason.

CONTENT

Try to take an interest in your child's live lesson if you can and stay close so that you can aid them if necessary. Try to find out who is hosting the lesson, what the lesson is about and what tasks they will be set. If they are required to conduct internet searches, ensure parental controls are in place. If you're using Zoom, make sure that screen sharing is only shared with the host. This will avoid 'Zoombombing' whereby uninvited guests use the screen-sharing feature to broadcast porn or other inappropriate content.



Some commonly used platforms

SOURCES:
<https://www.elf.org/deepinks/2020/03/wha@you-should-know-about-online-tools-during-covid-19-crisis>
<https://support.zoom.us/hc/en-us/articles/115000538083-Attendee-attention-tracking>
<https://hangouts.google.com>
<https://support.skype.com/en/faq/FA3460/protecting-your-online-safety-security-and-privacy>
<https://docs.microsoft.com/en-us/microsoftteams/security-compliance-overview>

zoom

Zoom is one of the most popular video conferencing apps at the moment. Schools using Zoom can monitor attendees' activity while screen-sharing, track real-time activity, record live lessons and recall video, audio, transcript and chat files. Admins can also see the IP address and admin information of all attendees.

⚠️ Safety Tips ⚠️

- ✓ Change privacy controls so that screen sharing is limited to the host only.
- ✓ Turn file transfers off to reduce any risk of hacking or installing a virus/malware.
- ✓ Create a strong password for your account incorporating letters, numbers and symbols.
- ✓ Keep the software as up to date as possible with the latest security patches.

Google Hangouts

Google Hangouts allows communication through video, audio or messaging, although isn't end-to-end encrypted. During the COVID-19 outbreak, Google has been making the advanced features in Hangouts Meet available to all schools around the globe using G Suite for Education.

⚠️ Safety Tips ⚠️

- ✓ Ensure that any call made via the app is private or by invite only.
- ✓ Customise who you can receive invites from through the privacy settings to block unwanted contact.
- ✓ Keep all anti-virus software up-to-date and install a firewall.
- ✓ Always sign out after use to prevent anyone else from accessing your account.

skype

Microsoft owned Skype is a well-known communication tool that specialises in providing video chat and voice calls. It is one of the biggest apps in the world, providing end-to-end encryption between Skype users, as well as facilitating screen sharing and the ability to record calls.

⚠️ Safety Tips ⚠️

- ✓ Ensure you have the latest anti-virus software installed on your computer and set up a personal firewall.
- ✓ Keep profiles hidden and don't share any unnecessary personal information on your profile.
- ✓ Don't download anything from profiles you don't know and block any suspicious contacts.
- ✓ Always adjust privacy settings, including only allowing children to communicate with approved contacts.

Microsoft Teams

Microsoft Teams describes itself as a group chat software and collaboration tool. It provides the ability to chat, meet, call and collaborate from anywhere and is popular given its ability to seamlessly integrate with other Microsoft applications like Word and Excel.

⚠️ Safety Tips ⚠️

- ✓ Turn off guest access so only school issued email addresses communicate.
- ✓ If linked to an Office 365, enable Advanced Threat Protection (ATP) to help prevent against threats via emails, links, and attachments.
- ✓ Make sure your operating system has the latest updates and security patches.
- ✓ Beware of phishing emails asking for your password - Microsoft will never ask you it.