



# Atam Academy

## Staff Protocol for Online Teaching from Home

Everybody working at Atam MUST read, understand and comply with this Acceptable User Policy as part of their responsibilities as a member of staff. This Protocol outlines how you MUST conduct yourself when you are teaching remotely.

Please be aware that Senior Leaders will maintain oversight of lessons held remotely through regular monitoring.

### **Safety First**

- Staff should reinforce e-safety messages during lessons and when setting homework that requires access to the internet. This includes access to messaging systems, internet notice boards, virtual learning environments (Google platform) and other internet based educational resource environments.
- Pupils should be encouraged to be critically aware of the content they access on-line and be guided to validate the accuracy of information.
- Pupils should also be taught to acknowledge the source of information used – never to plagiarise - and to respect copyright when using material accessed on the internet.
- Support for pupils in the online space should never be brokered to any third parties, and any joint support that is effected through the use of the Google Platform should only include Atam staff who have been DBS checked.
- Bullying is an unfortunate feature of the online environment and the perceived anonymity can add to this. Staff should be alert to pupils working in groups online where suddenly the relationships seem to break down.
- If staff feel that the system is not being used appropriately – the same protocols exist as if the school were functioning normally. The DSL has the same responsibilities for safeguarding and should be the first port of call for any concerns about the online safety of our pupils.
- Behavioural issues should be dealt with in line with the school's Behaviour Policy and sanctions can be applied that will come into effect once the school is back in operation on the Atam site.

## Code of Conduct

- Always behave appropriately online as you would do in the classroom, ensuring that your standards of dress is appropriate.
- Set appropriate boundaries and maintain the same professional standards as you would at school. Online working should not lead to a relaxation in staff student protocols.
- Never make inappropriate jokes or comments online.
- Any digital communication between staff and pupils, or parents and guardians should be professional in tone and content.
- Contact with pupils should only be through the Google Platform. Other methods of contact such as phones, private email or social media accounts should not be used (unless agreed with the DSL) under any circumstances.
- Never follow or interact with pupils on your personal social media account.
- When using Google Meet with pupils, ensure you record the session, your webcam is off and you follow the guidance within this policy.

## Choosing a venue

- Choose a suitable venue for conducting the lesson. This should never be a bedroom or personal space.
- Make sure that it is a quiet space, with no ambient noise, and friends and family are never visible during a lesson.
- When using Google Meet with pupils, ensure you record the session, your webcam is off and you follow the guidance within this policy.
- Make sure there is never a possibility of strangers having access to your screen.

## Staff Responsibilities

- All teachers must add appropriate learning materials for KS1/2/3 online. All teachers to set home learning following the timetable provided for KS3.
- **Subject Teachers** are responsible for offering guidance and support to their pupils on how to manage their online learning and for referring pupils to the appropriate sources of academic or welfare advice when necessary.
- Staff will be expected to have knowledge of the individual pupil's programme of study, keeping that pupil up to date with expectations of delivery and assessment and to be proactive in communicating with the pupils in their subject area. Teachers will also be expected to monitor collaborative work where pupils are asked to work together to solve a problem or develop a project.

- Staff should only be using school provided devices that are part of the secured environment, Google Platform. Senior Leaders will monitor the use of the online platform and will check the usage logs to ensure that lessons are taking place at the appropriate times.
- **Curriculum Leaders** are responsible for ensuring the online tutoring of pupils in their subject areas and that it is in line with this Code of Practice.
- Video lessons online **MUST** be recorded and saved by pressing the record button.
- Curriculum Leaders will monitor the use of the online platform and the quality of the learning materials, and senior staff will check the usage to ensure that lessons are taking place at the appropriate times.
- **Pupils** are responsible for attending online sessions with teachers, for being adequately prepared for online lessons, and for communicating with the online teacher if for any reason they are unable to attend these sessions.
- **Teachers** **MUST** check for attendance and report any issues to the Admin team.

## Conducting the Lesson

- Make sure your equipment and materials are organized in advance of your lesson. Be well prepared.
- Be strict about class times and stick to them.
- Maintain your presence as you would in class.
- Give clear instructions. Clear materials are advisable so that you can cover the focus areas within the timeframe.
- Set homework as you would at school. Give written feedback when needed.
- Do not interrupt lessons to search for refreshments. Do not eat snacks or meals during lessons if that is going to affect the lesson quality.
- Through sickness, absence or the nature of your teaching responsibilities there may be a possibility that you work with only one pupil at a time. Please treat this eventuality exactly as you would at school. A Senior Leader should have knowledge of your one to one session, the time and duration, and within the Google Platform the Senior Leader will be able to dip in and out of the session in the same way as walking through a classroom.

- It is a MUST that all lessons are recorded especially where staff are conducting a one to one video session.

## **Data Protection**

- Under GDPR all online content from a pupil could be regarded as personal data and is subject to the provisions under the Data Protection Act.
- The names, emails and phone numbers of pupils are personal data. This means that only relevant people should have access, and the information should only be kept as long as it is required.
- Personal data should only be used to assist you to carry out your work. It must not be given out to people who have no right to see it.
- All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Any queries in this regard should be referred to the Head of School, Primary or Executive Headteacher.
- Pupils will have been informed of their online responsibilities. They know they MUST work from home and agree for their data within Google Classroom to be used during their absence from school during a closure.

Please note that:

- Student data should not be kept on the private devices of staff.
- Data should only be accessible to those staff that need it. (For example, science teachers should only have information for their own class groups, not every student in the whole year group.)
- An audit trail should be retained of all emails/contacts sent out by bcc'ing each email to a senior member of staff.
- The information should be deleted after it has been used for this purpose.