

## **Remote Learning Agreement:**

### **Parents, Carers and Students**

During any period of absence from school due to COVID related isolation, we will be using Microsoft Teams to aid the remote learning opportunities for our pupils. Predominantly, teachers will be using Office 365 Microsoft Teams to upload work daily for pupils. The interactive online platform (Microsoft Teams) will allow pupils to remain in line with those pupils in school, whilst allowing staff to support their pupils with their learning, provide feedback as well as allowing pupils to seek advice when needed.

As this is going to be an additional element of our teaching and learning provision, we need to ensure that all students, parents and carers are aware of, and agree to, the Remote Learning Behaviour Agreement.

In order to use this platform effectively, to provide the very best teaching and learning for all students we must ensure that all parties are protected and shown respect. We have ensured that our procedures regarding remote learning and video technology are fully compliant with GDPR regulations and are safeguarded, as they are monitored fully through the school IT providers Lourdes. This will provide protection to both staff and pupils, when engaged with the online platform.

### **Parental agreement**

I/we agree to support the use of Microsoft Teams by discussing and reinforcing the expectations identified below. I / we have read the student agreement and understand that the agreement is important for the safeguarding of all parties. I understand that breach of this agreement will lead to sanctions and in the event that anything is removed from Microsoft Teams and used on social media this could lead to exclusions, permanent exclusions or police involvement. The school reserves the right to seek legal advice in situations which may be libellous or result in defamation of character.

### **Student Agreement**

I agree to the remote learning behaviour agreement below and will follow the rules in order to allow staff to make the best use of technology to provide purposeful learning support, feedback and well-being check-ins. I understand that if I do not follow the rules this will lead to sanctions and in the event that anything is removed from Microsoft Teams and used on social media this could lead to an exclusion, permanent exclusions or police involvement. The school will have the right to seek legal advice in situations where things may be said that are not true and therefore is disrespectful to someone else.

### **Where a teacher uses the chat facility /adds teaching video clips / video call to support learning and pastoral well – being:**

- I agree that I must never use any of the materials for any other purpose than my own learning and well-being.
- I will not copy anything from Microsoft Team and place on any other on-line platform or social media.
- I will not record any part of a video call.

- I will maintain the same standards of expectation when using technology at home as I would do in school knowing that all of Microsoft is monitored by school and Lourdes IT.
- I will only use Microsoft Teams to complete my work and to communicate with my teacher when support is needed and not for personal matters.
- I agree that my teacher may record any live video calls to ensure the safety of all pupils and staff involved.
- I agree that a second teacher will be present in any video call to ensure the safety of both pupils and staff.
- If I am involved in a video call I will be in a daytime room, wearing sensible and appropriate clothing and an adult we know that I am involved in the video call and will be close by should I need them.
- I understand that my teacher may call from their own homes and I will be respectful by not making this a subject of discussion with them or other pupils.
- I understand that my peers will be in their own homes and I will be respectful by not making this a subject of discussion with them or other pupils.
- I understand that only the teacher will have the ability to schedule any form of video call and this will be by invite only so that the pupils joining are monitored.
- I understand that the teacher will use the audio 'mute' function during video calls.
- I understand that the teacher will cut the camera feed if deemed necessary, due to inappropriate actions or things in visibility.
- I agree that if I am involved in a video call, I will follow the rules above and act accordingly, if I fail to do so I will be removed from the call by my teacher.
- I understand if I am removed from a call, I will be unable to re-join until my teacher or a senior member of staff have spoken with my parent/carer.

### **General Learning Expectations**

- I will use Microsoft Teams to support my learning and my well-being and not for personal matters.
- I understand that the normal high expectations of behaviour are expected of me.
- I will abide by the normal school rules especially when using technology.
- I know that this is a new way of learning but will endeavour to do my best and use it to aid and assist my learning.
- I understand that I am using an online platform to submit pieces of work and therefore will use the same standards of excellence that I would do when working in my books at school.
- I agree that all forms of communication I post on Microsoft Teams will be positive, polite and respectful.
- I understand that the resources are there to support my learning, but I will need to apply effort and commitment to my work.