



**Woodlawn Primary School**

# **Online Learning POLICY**

**Designed: September 2020**

**Ratified: November 2020**

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## 1. Aims

This Online Learning Policy for staff aims to:

- Ensure consistency in the approach to online learning for pupils when they aren't in school
- Set out expectations for all members of the school community with regards to online learning
- Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

### 2.1 Teachers

When providing online learning, teachers will upload to their online classroom on a weekly basis. These tasks will be in line with current teaching.

If teachers are unable to work for any reason during this time, for example due to sickness, they should try to upload from home. Failing this, they should make SLT aware of problems and work alongside SLT to get work arranged.

When providing Online learning, teachers are responsible for:

- Setting work -
  - Work should be planned alongside current classroom teaching
  - Work will be supported with detailed instructions.
  - Work will be planned on a Wednesday and uploaded on the relevant day for each bubble.

- Work should make use of multimedia and be uploaded across different platforms (Google Classroom, Studyladder, Seesaw, Website Home Learning section).

➤ Providing feedback on work -

- Work will be uploaded by pupils to Google Classroom, on Seesaw or via email.
- Feedback will be shared on Google Classroom, Seesaw and in class when pupil is next in school.

➤ Keeping in touch with pupils who aren't in school:

- Teachers will keep regular contact with class on Google Classroom and on Seesaw.
- Teachers should not answer emails/ messages outside 9am - 3pm teaching hours.
- Teachers will contact parents should there be concerns or if work is not completed online.

As teachers will be teaching pupils, as well as online learning, Wednesday will be the main day to plan, set and keep in touch with children and parents.

## 2.2 Subject Coordinators

Subject Coordinators are responsible for:

- Working with teachers to make sure all work set is appropriate and consistent
- Monitoring the online work set by teachers in their subject -through regular meetings or by reviewing work set
- Alerting teachers to resources they can use to teach their subject online

## **2.3 Senior leaders**

Senior leaders are responsible for:

- Co-ordinating the online learning approach across the school – Mr Proctor will coordinate this.
- Monitoring the effectiveness of Online learning -through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents through Survey Monkey
- Monitoring the security of online learning systems, including data protection and safeguarding issues in collaboration with C2K

## **2.4 ICT Coordinator**

The ICT Coordinator is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they may experience
- Reviewing the security of online learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices
- Working alongside C2K with updates to systems and new educational developments in online learning.

## **2.5 Pupils and parents**

Staff can expect pupils learning online to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

- Be respectful and follow Positive Behaviour, Online Safety and Acceptable ICT Use Policies when online.

Staff can expect parents with children learning online to:

- Make the school aware if their child is sick or otherwise can't complete work
- Support their child's learning to the best of their ability
- Encourage their child to engage in online learning and ensure work is up to date.
- Seek help from the school during the hours of 9am - 3pm

## **2.6 Board of Governors**

The Board of Governors are responsible for:

- Monitoring the school's approach to providing online learning to ensure education remains as high quality as possible
- Ensuring that staff are confident that online learning systems are appropriately secure, for both data protection and safeguarding reasons

### 3. Data protection

#### 3.1 Personal data

When accessing personal data for online learning purposes, all staff members will:

- Access data using up to date security offered and managed by C2K.
- Use school laptops and devices to upload and give feedback to pupils- no personal devices to be used for this purpose
- Only school email addresses can be shared

#### 3.2 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive/ USB pen is encrypted - this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date - always install the latest updates- managed alongside C2K

### 4. Links with other policies

This policy is linked to our:

- Positive Behaviour Policy
- Child Protection Policy
- ICT and Acceptable Use Policy
- Online Safety Policy