Aylesford School

and Sixth Form College

wonder aspiration respect discipline

Blended Learning & Online Safety Policy

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'from potential to reality'

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1. Rationale

1.1 The school understands that there will be valuable opportunities for staff across all school phases to enrich the curriculum or their pastoral guidance by blending traditional classroom learning with the use of online technologies to enhance academic and social development.

1.2 However, the best interests of children should always come first, and it is absolutely essential that the use of these technologies is at all times informed by the existing school keeping Children Safe in Education (KCSIE) practices policies and procedures.

1.3 Attention is drawn to the particular relevance of the following policies:

- Anti-bullying
- Child Protection
- Code of Conduct
- E- safety
- Information Security
- Safeguarding
- Social Networking
- Safer Working Practices

1.4 It is very important that all staff who interact with children online remain observant for signs that a child may be vulnerable, distressed or at risk and report their concerns to a DSL in accordance with existing school safeguarding procedures. The school strongly advises that parents regularly monitor their children's online activity.

1.5 The appropriate data protection and GDPR procedures and requirements will be observed and the school will obtain consent from parents or carers for the use by their children of the following technologies covered by this policy.

1.6 By consenting to take part, all participants using the technologies covered by this policy have agreed to abide by the rules outlined in their relevant codes of conduct as outlined in the appendices to this policy.

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2.   Terms: for the purposes of this policy the following terms are used:

2.1 Telepresence

The use of videoconferencing software to communicate either directly or indirectly with students in the course of their studies and pastoral guidance. This includes the use of pre-recorded materials whether they be created by Aylesford staff or third parties.

2.2 Learning Management Systems (LMS)

The use of software applications designed for the administration and delivery of education courses to students outside of their school classes.

2.3 Electronic Mail Communications (Email)

The use of a school email account and address by staff for the sole purpose of communicating with post 16 students as part of their education.

The use of a school email account and address for the purpose of providing students with both login credentials and access to discounted educational services

3. Details of intended use

3.1 Telepresence

Videoconferencing software can be a very useful method of communicating with students. However, its use requires careful thought, planning and management to ensure the safety of all those involved.

Zoom will be used by staff for the delivery of all telepresence lessons, tutorials or webinars.   Staff will use only authorised school accounts for the delivery of Zoom lessons, tutorials or webinars.   Staff may use Zoom and audio-visual equipment to produce pre-recorded video materials for distribution to students or their parents.

All live Zoom lessons, tutorials or webinars will be recorded to safeguard participants and to ensure that relevant polices are being followed. Any such

recording will be kept for a maximum of 30 days in accordance with our GDPR policies.

All live Zoom meetings e.g. Governance meetings & Panel hearings etc, from an authorised school account will also be recorded to safeguard participants and to ensure that relevant school policies are being followed. Participants should be made aware that the meetings will be recorded and consent should be sought from all participants prior to the meeting taking place. Recordings of these meetings are highly confidential and are taken only to aid accurate minute taking and will be deleted as soon as minutes are prepared and agreed. This may mean that in some instances the retention period will be less than 30 days. Recordings can only be kept for a maximum of 30 days in accordance with our GDPR policies.

School leaders will randomly sample recordings of Zoom lessons, tutorials webinars, or pre-recorded videos in order to safeguard participants and to ensure that policies are being followed. School leaders will also drop in to live Zoom lessons for the same reasons.

When using Zoom, the use of cameras by students is at the discretion of the school and should take into consideration the content of the lesson and the context of the class.

3.2 Learning Management Systems (LMS)

The school makes extensive use of learning management systems to facilitate the setting, monitoring and marking of homework. However, these tools are developing quickly, and the school is constantly seeking to enhance and improve the quality of its provision.

In the primary phase both Purple Mash and Tapestry are deployed to support student learning. Show My Homework (Satchel One) is used by secondary phase staff to set, monitor and assess work.

In addition, SAM Learning and Moodle are used along with subject specific online resources to develop and deliver interactive study as part of Aylesford's online learning environment.

All students and parents have password protected access to these software environments and activity is closely monitored by the school.

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3.3 Electronic Mail Communications (Email)

Email is a very well established, proven and effective form of written communication that is used extensively in business, commerce and education. As well as a means of contacting parents the school uses email to communicate with Post 16 students providing them with an official educational address identified by the domain name **aylesfordschool.org.uk** for the sole purpose of supporting their educational development.

From mid 2020 onwards, this facility will slowly be extended to all secondary age students as part of a phased programme of improvements. However, for these students their email will be used only as an authentication credential rather than as a means of direct communication with the school.

Appendices

A: Codes of conduct for the use of blended learning technologies

1. Telepresence

When delivering classes, tutorials, meetings or webinars using telepresence technologies for student blended learning or pastoral development;

Staff must:
a. Use Zoom as the software platform for telepresence sessions
b. Use only authorized school Zoom accounts
c. Use video participation in line with the content of the lesson and context of the class.
d. Log all sessions as instructed by senior staff.
e. Always record audio and where applicable video as a record of any live sessions to support safeguarding.
f. Ensure the same professional approach to behaviour, language and personal appearance as that normally expected under the staff code of conduct.
g. Use professional judgement to ensure that quality, appropriateness and effectiveness of learning is maintained.
h. Ensure that plain or nondescript background are always deployed where webcams are used by staff.
i. Ensure that all pre-recorded video material is of a high quality and is age appropriate.
j. Wherever possible deliver sessions from either school or a location that is likely to maintain your own privacy
k. Disable or control the ability of students to use any chat features available in the software.
l. Maintain the same high standards and expectations of student behaviour as they would for any onsite school-based activity.
m. Employ all available security settings including when necessary the use of prior registration for all participants.

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n. As directed, use only Aylesford School authorised school email addresses or LMS when sending invitations.
o. Refuse access to any party failing to identify themselves clearly.
p. Report any safeguarding concerns immediately to a DSL in accordance with school policy.

Students must:

a. Participate as directed by staff.
b. Use only their own credentials and invites to gain access to sessions.
q. Ensure that any device used to participate in online sessions correctly identifies their identity.
c. Always conduct themselves with respect for others and accordance with the normal school rules governing behaviour.
d. Report any safeguarding concerns about the behaviour of others to a DSL in accordance with school policy.

Parents should:

a. Monitor their child's online activity and the feedback that they are given.
b. Ensure that their child only uses the relevant software in accordance with school instructions.
c. Provide a calm quiet environment for their child to participate in online telepresence activities.
d. Report any safeguarding concerns immediately to the school accordance with school policy.

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2. Learning Management Systems (LMS)

When delivering classes, tutorials, meetings or webinars using LMS technologies for student blended learning or pastoral development;

2.1 Staff must:
a. Use only authorised LMS or learning resources approved by the school.
b. Request authorization for the use of new online learning resources and notify the DPO
c. In use, ensure that they meet same professional standards as those normally expected under the staff code of conduct.
d. Set appropriate work according to the student timetable and check for spelling, punctuation and grammar before publishing the assignment
e. Set differentiated work and include any support materials such as PowerPoints and website links
f. Ensure that website links have been checked and are appropriate
g. Regularly mark work as directed.
h. Write comments to the students about their work to support their progress
i. Praise students via the comment box and where appropriate issue KUDOS points following the behaviour policy
j. Ensure any comments written are checked for spelling mistakes
k. Use professional judgement to ensure that quality, appropriateness and effectiveness of learning is maintained.
l. Report any safeguarding concerns immediately to a DSL in accordance with school policy.

2.2 Students must:
a. Log on to the LMS regularly as directed and keep their credentials safe, private and secure.
b. Choose a profile image and description that is appropriate and not likely to cause offence
c. Read the work carefully including any attachments
d. Complete the work to the best of their ability
e. Upload their work when requested and within the submission deadline.
f. Review work that has been marked and any comments that have been given.
g. Request help from designated staff if unable to access LMS or need assistance with the work.
h. Ensure that the work submitted is of a high standard and appropriate.
i. Report any safeguarding concerns about the behaviour of others to a DSL in accordance with school policy.

2.3 Parents should:
a. Monitor their child's online activity and the feedback that they are given.
b. Provide a calm quiet environment for their child to participate in online telepresence activities.
c. Request assistance if they need support or advice on their child's online learning.
d. Support and praise their child receive KUDOS points or positive feedback.
e. Report any safeguarding concerns immediately to the school accordance with school policy.

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3. Electronic Mail Communications (Email)

When using email for student blended learning or pastoral development;

3.1   Staff must:
   a. Always use their authorized school account to conduct all email contact associated with their employment as a member of staff at Aylesford school.
   b. Ensure that in their use of email they meet same professional standards as those normally expected under the staff code of conduct.
   c. Only use email for student contact if the student is in years 12 & 13.
   d. Report any safeguarding concerns immediately to a DSL in accordance with school policy.

3.2   Students must:
   a. Abide by the conditions of use set by the school when issued with an email account or address.
   b. Keep their login credentials safe, secure and private.
   c. Report any safeguarding concerns about the behaviour of others to a DSL in accordance with school policy.
   d. Never use their email address or account in any way that might endanger the safety of others or bring the name of the school into disrepute.

3.3   Parents should:
   a. Regularly monitor their child's online activity.
   b. Report any safeguarding concerns immediately to a DSL in accordance with school policy.