West Row Academy
Video Conferencing/Remote Learning and Acceptable Use

All staff, parents and pupils accessing online learning and video conferencing agree to the following

1. Make sure that children and young people who take in part in video-conferences do so with the permission of their parent/carer in writing.
2. Keep a log of all video conferences, including date, time and whom the conference was with on Pupil Asset.
3. All video conferences should be monitored by a Designated Safeguarding Lead who will be part of the call and take notes during it if necessary. Make sure that everyone is aware of this. It's important to know how long any notes are kept for and how to access them.
4. Schools must take responsibility for their pupils and staff who are video conferencing and work within the school's own eSafety Policy.
5. Be clear about the expectations of both student and staff behaviour.
6. Due to copyright, intellectual property and privacy laws no video conference should be recorded in any medium without the permission of those taking part or use cases against the providers terms and conditions (for example, no business use of consumer products).
7. All video conferences should be approved by the Principal and a timetable of when they are to take place submitted.
8. Children and young people must always be supervised by a member of staff when video conferencing with end-points beyond the school.
9. If live video and audio is being used, there should be careful consideration of the location that everyone uses, for example, not in bedrooms; and where possible be against a neutral background. (you can blur the background on many platforms)
10. Do not leave your video conferencing equipment set to auto-answer. If in doubt, turn the unit off and only switch it on for scheduled conferences.
11. Make sure the conference supervisor is familiar with how to use the video conferencing equipment, particularly how to end a call if at any point any person taking part becomes unhappy with the content of the conference.
12. No 1:1's without two members of staff will take place with the exception of counselling. In this case the call will only take place with permission for it to be recorded. The only 1:1 video conferencing to take place will be for the purposes of meeting the mental and emotional health of students with additional or specific needs. Preferably groups conferences with two members of staff will be used as often as possible.
13. Staff and children must wear suitable clothing, as should anyone else in the household.
14. Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
15. Language must be professional and appropriate, including any family members in the background
16. Schools should risk assess the use of live learning using webcams including ensuring all staff have understood and agreed these protocols.
17. Parents, pupils and staff should have a named person to refer any queries or concerns to. As West Row Academy this will be Mrs Karys Matthams.

UK Safer Internet Helpline is a source of support.

The following additional guidance is for all staff.
Systems
There are a wealth of online services and systems that enable online video and audio communication.
It's important to consider the features you need based on the group and objectives you have.
Students:

Passive = teacher posts activities and student posts responses. E.g.: Online tutorials/pre-recorded video lessons. At West Row Academy, this is the preferred method and any learning will be delivered using this method as opposed to live learning with the exception of additional small group support or welfare checks.
Interactive, live or Synchronous = student and staff connected in the same service at the same time - i.e. live video and audio. This method will only be used at West Row Academy to meet the needs of students with additional or specific needs through interventions and top up teaching or welfare checks.
West Row Academy uses Google Classroom, accessing Google Hangouts for video conferencing. Counselling will be provided via Zoom under the express permission of the child's parents/carers.

Age
It's important to consider the age of your children both in terms of the age requirements of the service you are using, together with their ability to participate.

Size of Group
Larger groups of children may be more challenging to manage during an interactive online class and so more passive or broadcast approaches may be more suitable.

Live Video
Some may consider using Livestreaming services but exercise caution here given requirements for accounts, personal data and privacy questions. Equally messaging services may be considered.
Consider if the system includes online chat feature, and if this can be moderated.
If messaging services are used by staff, be mindful of professional standards. Staff at West Row Academy or staff employed on behalf of the Academy to provide services such as counselling will not use online chat systems with students. Google Classroom's messaging system will be used and monitored by the DSL and other members of SLT.

Technology
What technology and Internet connection speed will be required for everyone to participate (e.g. devices). Not all students will have access to technologies that will enable them to participate in online classes. What solutions can you provide to enable them to continue learning? Loan device? Posted assignments? Phone calls with staff? At West Row Academy, we will loan devices to students who have additional needs and do not have access to their own technology. The equipment will be loaned as long as a signed agreement is in place covering acceptable use, care of equipment and with the understanding that the device will only be used by the student. The device will have been loaded with the appropriate fire-walls and security systems used within school in order to protect the students from inappropriate content and to ensure that nothing can be loaded on to the device without the administrator's permission. Periodically, devices will be collected to monitor the use.
Consider activities carefully when planning – online access within school will have internet content filtering systems in place that are unlikely to be replicated in the home environment.
Be careful that staff and children don't incur surprising costs, eg mobile data access charges - (video utilises significant amounts of data).
Ideally the school technical teams will be on hand to provide advice and answer queries as often technical glitches can distract from the smooth running of a call.
If interactive conference is being used, it may benefit from logistical support to help participants overcome access queries or glitches and to allow the teacher to concentrate on the objective of the online class. For use of Google Hangouts, a students will be sent a link to the meeting in advance so they can go straight to the appropriate conference.
Also consider the security of devices, in particular cameras and microphones.
We would strongly recommend that staff avoid using personal devices and should only use school provided equipment. All staff employed by West Row Academy will only use Google Hangouts via their Trust provided laptops and computers. Staff not directly employed by the Trust, who are not provided with Trust equipment must be monitored by an Academy staff member during conferencing calls.

Location/Environment
If live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that children may be in their bedrooms and which is not appropriate. You may choose to use a conferencing service that the teacher can disable users microphone and video cameras.

Education
Questions to consider
How will you engage parents to advise of the changes? At West Row Academy, use of video conferencing is limited to specific weekly classroom meets and pupils with additional or specific needs. All parents will be required to give written permission in advance of any video conferencing and will be fully informed of what will take place on the conference calls.

How will children be supervised during the conference calls? An additional member of the Designated Safeguarding Lead team will supervise the call and take notes with the exception of counselling which carries a confidentiality clause. These sessions will only take place if permission from the parent for the session to be recorded is in place.

Plan for a lower volume of work from students or allow for extended timescales.

Plan screen-based and non-screen based activities to achieve a healthy screen-time balance.

Provide for reasonable deadlines.

Set marking expectations and standards, which will be different from normal. At West Row Academy, students will receive marking from Teaching Assistants and teachers as close as possible to the Distance Marking Policy, with the aim of students receiving feedback at least once a week.

Behaviour
Be clear about the expectations of both student and staff behaviour (e.g. a 'classroom standard' of behaviour is expected from all participants). At West Row Academy all staff members and those employed to deliver services such as counselling will follow the Academy Code of Conduct when delivering online conferencing. The Academy behaviour for Learning policy will be implemented to address any poor student behaviour.

It is worth considering some ground rules; creating safe spaces and explaining these as the introduction to each session. Examples may be who can speak. If this is the first time that classes are delivered online, it may take some time in becoming familiar with the new environment.

Recording
Always make a note of the conference timing and who participated, including those that arrived/departed early or late. Be clear about whether it is acceptable for students to record events and expectations/restrictions about onward sharing

If the service you use records the conference, make sure that everyone is aware of this. It's important to know how long any recordings are kept for and how to access them.

Personal Data
The conference service may require the sharing of personal data, eg usernames to invite in. It is always best practice to use school-provided email addresses as Data protection laws still apply.

GDPR rules
If a school transmits or asks for personal data or information from anyone, including video and images, even temporarily, GDPR rules apply for transmission.

There are two major areas in online learning where privacy and data protection must be considered. Sharing personal data via the Internet such as images, videos or student submissions are all considered 'personal information' under GDPR rules. It is required that any information created by students, or with them included, is anonymized, blurred out, or otherwise protected unless the guardians give formal permission in writing that the information can be used. No video conference calls will be shared by any staff, pupils or parents or anyone employed to deliver services on behalf of the Academy.

Children under the age of 13 must not participate in unmoderated social media activities as part of their learning.

The personal information of students, teachers, other staff or guardians should not be used or transmitted to third parties online.

Video conferencing and recording

Just as with personal information, video imaging of minors needs permissions from parents or guardians for all age groups. With learners under the age of 11, video conferencing should happen with said guardians present. Learners can also chat in groups regardless of age.

As much as possible, video conferencing should be set up to eliminate backgrounds that provide information on learners' personal lives and locations.

Personal names should be avoided in any chat invites or titles. For conferences, the student and guardian should be informed if the conference will be recorded.

Safeguarding

Online or offline, effective Safeguarding requires a whole-school approach. Planning for online or distance learning activities should include the school's safeguarding team as part of the planning process.

Ensure online tuition follows best practice (e.g. 2 members of staff involved) and is in-line with the School's Safeguarding Policy.

Remind staff of safeguarding obligations. Report any safeguarding incidents or potential concerns according to your school policy.

Remind students of who they can contact within the school for help or support.