

# ONLINE LEARNING POLICY



*Academic Year 2024 -2025*

# Online Learning Policy



This policy applies to all members of the school community (including staff, learners, volunteers, parents and carers, visitors, and community users) who have access to and use digital systems inside and outside the school). It also applies to the use of personal digital technology on the School site (where permitted).

## Policy Introduction:

The policy explains The Groes-wen School's processes when working online with reference to responsibilities, safety and the importance of following guidance.

### The Aim and Objectives of the Polisto:

- Weave with the 4 Purposes by being ambitious, enterprising, caring citizens by following online learning processes
- Intertwined with the Blended Learning principle (Curriculum Pedagogy Principles for Wales)
- Pleading with the online Security Policy
- Explain the processes in a simple and effective way

### Develop / monitor / review this policy

This online learningpolicy has been developed by an ICT working group which includes:

- *Head/senior leaders*
- *Online safety officer/coordinator*
- *Staff - including practitioners, support staff, technical staff*

The whole school community was consulted at a variety of formal and informal meetings.

**Timetable for development / monitoring / review**

|   |   |
|---|---|
| This online safety policy was approved by the governing body / <i>sub-committee of governors on:</i>  |   |
| The following will monitor the implementation of this online safety policy:   | <i>Lauren Cockayne</i>  |
| Monitoring will take place on a regular basis:  | <i>Annually</i>   |
| The <i>governing body / sub-committee of governors will receive</i> a report on the implementation of the online safety policy which will be produced by the monitoring group (it will include anonymised details of online security cases) on a regular basis:           | <i>Annually</i>   |
| The online security policy will be reviewed annually, or more frequently in light of significant new developments in the use of technologies, new threats to online security or any incidents that have occurred. It is anticipated that the next review date will be on: |   |
| In the event of serious online security incidents, these external persons / agencies should be informed that:   | <i>LA ICT Manager, LA Security Officer, Police – relying on the incident.</i> |

The school will monitor the impact of the policy by:

- *Recording incidents*
- *Monitoring records of internet activity  
(including the websites that have been used)*
- *Keep internal data monitoring network activities*
- *Conduct surveys or questionnaires for:*
  - *Learners*
  - *parents and carers*
  - *Staff.*

### **Roles and responsibilities**

This policy needs to be considered in conjunction with an online learning policy. The following section outlines the roles and responsibilities of individuals and groups within the school/college related to online safety:<sup>1</sup>

#### **Governors**

The Governors are responsible for approving the online learning policy and for reviewing the effectiveness of the policy.

#### **Headteachers and senior leaders**

- It is the headteacher's duty to ensure the safety (including online safety) of all members of the school community. However, the online security coordinator/officer is allowed to assume daily responsibilities for online safety.
  - The headteacher/senior leaders are responsible for ensuring that the online safety co-ordinator/officer and other relevant staff receive suitable training to enable them to carry out their online learning roles and to provide training to co-workers where relevant.
-

- The headteacher/senior leaders will ensure that a system is in place to be able to monitor and provide support to those monitoring the school's internal online safety. This will safeguard and support the workers who are addressing important monitoring roles.
- The headteacher/senior leaders will receive regular monitoring reports from the online co-ordinator / security officer.

### **Learning and Support Staff**

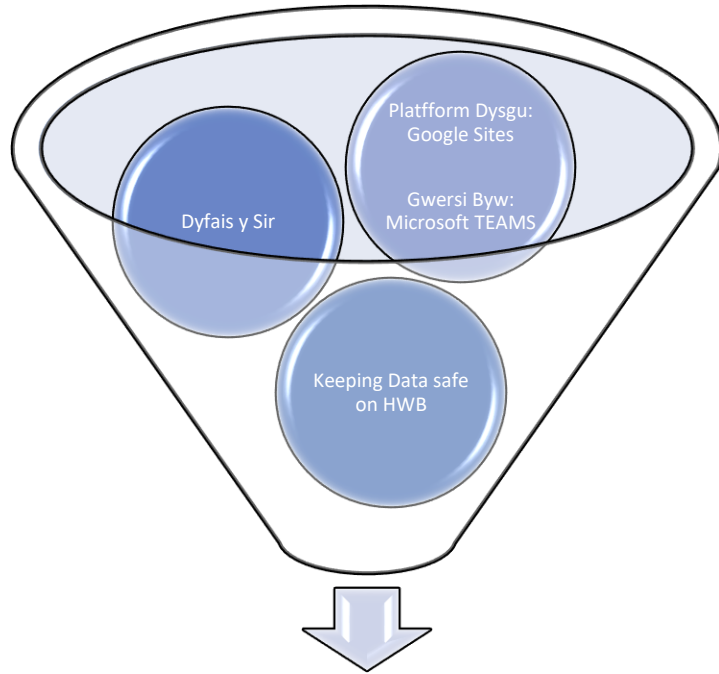
These individuals are responsible for ensuring that:

- current awareness of online learning issues and of the school's current online safety policy and practices
- they have read, understood and signed the staff acceptable use agreement
- that they inform the *headteacher/senior leader; an online security coordinator/officer* of any misuse or problem, so that he/she can investigate/act

Staff and pupil responsibilities have been set out as part of appendix 1: Agreement with parents.

In order to protect staff and pupils online, a risk assessment identifies the concerns and shows how to reduce the risk of appendix 2.

**Learning online Groes-wen School:**



**Software: HWB**

Software available to the school:

See-Saw

Darllen.co

Little Wandle

**Live Sessions: Microsoft TEAMS**

| Setting        | Adults                         | Record                       |
|----------------|--------------------------------|------------------------------|
| From School    | 2 Adult<br>1 Adult + Recording | 1 adult needs recording      |
| From the house | 2 Adult + recording            | Recording with 1 or 2 adults |

Recording does not require written permission however pupils and parents need to be informed at the start of the session.

National Guidance:

<https://hwb.gov.wales/parthau/cadwn-ddiogel-ar-lein/ffrydio-byw-a-fideogynadleda-arferion-ac-egwyddorion-diogelu/>

## GROES-WEN SCHOOL ONLINE LEARNING AGREEMENT (Appendix 1)



### Practitioners agree to:

- discuss roles and responsibilities with learners at the beginning of each lesson/session
- inform the school's senior management team, learners and parents/carers of any lessons/sessions that have been arranged, lessons/sessions that have been cancelled or a change to arrangements
- ensure that they are aware of all relevant up-to-date procedures and policies, including data protection, safeguarding and online security policies
- ensure that a one-to-one situation does not occur after an online class has ended, by disconnecting everyone at the end of the lesson/session.

**Learners agree to:**

- be prompt for all lessons/video conferencing sessions
- access the relevant files for each lesson/session in advance, and make sure that the materials are on hand
- make sure that all power adapters and laptops are ready before the lesson/session starts, and that they are logged in to the lesson/session
- show respect for everyone in the online classroom
- dressed appropriately for each lesson/session, bearing in mind to show respect for others
- ensure that they log in from a suitable location and change their 'background' location as agreed with the practitioner
- try to contribute to the lesson/session in a positive way, and not disturb it at any time
- not to share pictures of the session or lesson.

Parent Signature:

Child Name:

Year:

Headteacher: *R. Galt*

Date:

Annex 2: Risk Assessment:



# HEALTH AND SAFETY RISK ASSESSMENT

**Groes-wen School Workplace Location**

Online Learning Task/Activity.

Date **January 2021**

Llofnodwyd: *R. Gurb*

| <b>Risk</b><br><i>Look only for hazards that it would be reasonable to believe could lead to significant harm due to your workplace conditions.</i> | <b>WHO COULD SUFFER HARM</b><br><i>There is no need for a list of individuals' names – think of groups of people who do similar work or who may be affected.</i> | <b>RISK RATING</b><br><i>Give priority to the risk as high, medium or low,</i> | <b>IS THE RISK ADEQUATELY MANAGED?</b><br><i>Have you cautioned against all risks arising from the hazards listed?</i> | <b>WHAT OTHER STEPS NEED TO BE TAKEN TO MANAGE THE RISK?</b><br><i>What more can you do in reason to mitigate those risks that you believe are not adequately managed?</i> | <b>RESIDUAL RISK</b><br><i>Prioritise this as one High Medium or Low</i> |
|---|--|--|--|--|--|
|---|--|--|--|--|--|

|                                       |                                 |                    |  |   |                   |
|---------------------------------------|---------------------------------|--------------------|--|---|-------------------|
| <p>Online learning – No agreement</p> | <p>School staff and Pupils,</p> | <p><b>High</b></p> | <p>Parents To sign an agreement:</p> <p><b>Practitioners agree to:</b></p> <ul style="list-style-type: none"> <li>● discuss roles and responsibilities with learners at the beginning of each lesson/session</li> <li>● inform the school's senior management team, learners and parents/carers of any lessons/sessions that have been arranged, lessons/sessions that have been cancelled or a change to arrangements</li> <li>● ensure that they are aware of all relevant up-to-date procedures and policies, including data protection, safeguarding and online security policies</li> <li>● ensure that a one-to-one situation does not occur after an online class has ended, by disconnecting everyone at the end of the lesson/session.</li> </ul> <p><b>Learners agree to:</b></p> <ul style="list-style-type: none"> <li>● be prompt for all lessons/video conferencing sessions</li> <li>● access the relevant files for each lesson/session in advance, and make sure that the materials are on hand</li> <li>● make sure that all power adapters and laptops are ready before the lesson/session starts, and that they are logged in to the lesson/session</li> <li>● show respect for everyone in the online classroom</li> <li>● dressed appropriately for each lesson/session, bearing in mind to show respect for others</li> </ul> | <p>Ensure that everyone follows the rules</p> | <p><b>Low</b></p> |
|---------------------------------------|---------------------------------|--------------------|--|---|-------------------|

|                          |                      |             |   |   |            |
|--------------------------|----------------------|-------------|---|---|------------|
|                          |                      |             | <ul style="list-style-type: none"> <li>● ensure that they log in from a suitable location and change their 'background' location as agreed with the practitioner</li> <li>● try to contribute to the lesson/session in a positive way, and not disturb it at any time</li> <li>● not to share pictures of the session or lesson.</li> </ul>         |   |            |
| Live session             | School & Pupil Staff | <b>High</b> | <p>2 adults needed on each session. If there is no possibility of having 2 adults the session will need to be recorded allowing parents to know before the session that they need to record.</p> <p>TEAMS keep all recordings for 20 days. This will not be allowed to be shared without the permission of all persons involved in the session.</p> | Parental messaging – a session may need to be recorded        | <b>Low</b> |
| Recording a live session | School & Pupil Staff | <b>High</b> | As above. Reminding children and parents there is no right to record sessions. Ensure that parents understand when teachers record a session.   | Parental messaging – sessions are not allowed to be recorded. | <b>Low</b> |

|   |                        |               |  |  |               |
|---|------------------------|---------------|--|--|---------------|
|   |                        |               | <p>If teachers were to stream live from home, it is important to protect staff and record sessions.</p> <p>TEAMS keep all recordings for 20 days. This will not be allowed to be shared without the permission of all persons involved in the session.</p>   |  |               |
| . Use a suitable device                               | School Staff & Pupils, | <b>Medium</b> | Ensure that staff and parents have access to a suitable device (the County's device) for working online.   |  | <b>Low</b>    |
| Recording abusive, inappropriate or illegal behaviour | School & Pupil Staff,  | <b>High</b>   | <p>Inappropriate or illegal behaviour is not permitted and this may lead to police proceedings.</p> <p>The member of staff will be online with another adult to ensure all situations and if there is any similar behaviour the session will end and staff will record the incident and share with the Digital Leader and Headteacher.</p> |  | <b>Medium</b> |

|                                    |            |
|------------------------------------|------------|
| Date:                              | 10.10.2024 |
| Signature and Name: Digital Leader |            |

|   |                  |
|---|------------------|
| Signature and Name: Digital Leader of Governors | Alaw Medi Hughes |
| Chair of Governors                              | Daniel Tiplady   |
| Headteacher                                     | Richard Carbis   |
| Review:   | Autumn 25        |