

# **Online Safety Policy and Acceptable Use of Information Technology**

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## 1.0 Policy statement

Dixons Academies Trust recognises that if used correctly, technology can support and greatly enhance learning and communication. The use of technology can support the acquisition of powerful knowledge and encourage student independence. As an organisation, the use of technology facilitates healthy and efficient communication and the sharing of ideas within and beyond our academies. All members of our organisation must understand what is meant by appropriate and inappropriate use of technology and the responsibility that comes with access to shared resources, including the internet. Staff and students alike must appreciate that there can be risks and possible threats associated with online communication and that there is a clear expectation of conduct. Given that technology has blurred the boundaries of community, everyone must be mindful at all times of how their online conduct could negatively impact on others. Dixons Academies Trust is a values-driven organisation with highly professional relationships and diversity at its heart; we take seriously any wilful or unwitting damage to members of our community, or our reputation, caused by careless digital communication.

## 2.0 Scope and purpose

This policy covers all individuals both students and staff working at all levels in the organisation, including governors, executives, principals, senior leadership, all teaching and associate staff, casual and agency workers (collectively referred to as employees or staff).

The policy should be read in conjunction with the following policies / documents;

- Anti-Bullying Policy
- Child Protection Policy (incorporating Keeping Children Safe In Education) 2020
- Positive Behaviour Policy
- Professional Conduct Policy
- Academy-Home Contract
- Keeping Children Safe in Education 2020
- Relationship and Sex Education Programme of Study (academy website)
- GDPR / Data Protection

Online safety covers the use of online platforms such as Microsoft Teams, the Internet (and in particular social media) and also the use of mobile phones and other electronic communication technologies. If a member of staff is at all unsure as to whether an activity is a crime, they should refer to the National Police Chief's Council document. Refer particular to the cyber-crime flow chart.

## 3.0 Roles and responsibilities

This policy has been reviewed by the Executive Board, The Designated Safeguarding Leads Cross-Cutting Team and the IT Cross-Cutting Team, it has been formally adopted by the Trust Board. Trustees delegate responsibility for the application of the policy to the Principal and senior leadership of each academy. Local Governing Bodies hold the Principal to account for ensuring online safety and appropriate use of IT is given primacy both with staff and students.

### 3.1 Governors

Local Governing Bodies review the data which includes a category on inappropriate online activity. In this way they are testing the application of the policy. The Safeguarding Governor ensures that:

- an online safety policy is in place, reviewed every year and / or in response to an incident and is available to all stakeholders
- the DSL has overall responsibility for online safety of students and that this is in their job description
- procedures for the safe use of ICT and the Internet are in place and adhered to
- the Principal and staff are accountable for online safety
- the academy has undertaken the advised 360 evaluation of online safety (360 safe website) and has an action plan where any gaps have been identified

### 3.2 Principal and Senior Leadership Team (SLT) including the Designated Safeguarding Lead (DSL)

The Principal has a duty of care for ensuring the safety (including online safety) of members of the community, day-to-day responsibility for online safety is delegated to the Designated Safeguarding Lead who works with middle leaders in making sure there is a proactive programme of education in place. Any complaint about staff misuse must be referred Principal.

The Principal will work with the DSL in ensuring that:

- all staff receive regular, up to date training both in educating young people, but also in relation to their own online conduct
- regularly reviews the online programme of study for young people by undertaking the 360 degree review
- appropriate action is taken in all cases of misuse
- internet filtering methods are appropriate, effective and reasonable, reporting any issues immediately to the Head of IT
- GDPR and Data Protection duty is taken seriously



- issues of inappropriate use of IT are monitored and that policies and training are reviewed as appropriate
- reports online safety issues to the Governing Body through

### 3.3 DAT Head of IT Systems

The Head of IT Systems is responsible for ensuring that:

- the Trusts' technical infrastructure is secure and is not open to misuse or malicious attack
- the online safety policy is relevant and reflects risks associated with new technology
- users may only access the networks and devices through a properly enforced password protection policy
- the filtering policy is applied and updated on a regular basis and its implementation is not the sole responsibility of any single person
- they keep up to date with online safety technical information to effectively carry out their online safety role and to inform and update others as relevant.
- the use of all aspects of the network is regularly monitored in order that any misuse or attempted misuse can be reported to the Principal for investigation
- monitoring software and systems are implemented and updated as agreed in Service Management Plan

## 4.0 Potential harm to children and duty of care

- 4.1 We know that some adults and young people will use technology to harm others, particularly if they perceive a vulnerability. The breadth of issues associated with online safety is considerable but can be classified into 3 main areas of safeguarding risk:

**Content:** being exposed to illegal, inappropriate or harmful material for example, pornography, fake news, racist, radical or extremist views

**Contact:** being subjected to harmful online interaction with other users for example, inappropriate age-inappropriate adverts, adults posing as children or young adults, sexual or criminal grooming

**Conduct:** personal online behaviour that increases the likelihood of, or causes harm, for example, sending or receiving explicit messages or images sometimes referred to as 'sexting' or online bullying.

- 4.2 As well as being used as a form of, or prelude to abuse, electronic communication can be used to intentionally polarise positions leading to young people feeling excluded or isolated. We are aware that young people often cite social media as a cause of anxiety. More recently, research has increasingly begun to explore the harmful effects of social media for example on body image and self-esteem, social isolation and depression. As such, social media may have a negative effect on young people's mental health.
- 4.3 There is a 'duty of care' for all employees to educate the young people in our care on the risks and responsibilities associated with the use of technology. In all our academies, education on online safety happens in; IT lessons, Personal, Social, Health Education and assemblies. Sometimes other agencies such as the police may come in to support the programme of education. All education is age-appropriate and specific to the experience of the young person at a particular stage in their development. Teachers should never underestimate the importance of taking the opportunity to educate as the moment arises, for example a high profile case.
- 4.4 This policy aims to be an aid in regulating activity and supporting the education of conduct online both inside and outside of academy hours. Online safety is a whole-school issue and is everyone's responsibility.
- 4.5 As well as protecting and educating young people, it is vital that they understand that actions have consequences and that inappropriate use of IT to harm others, will not be accepted. Every academy has a table of sanctions that relates to their specific approach to managing behaviour and reference is made to inappropriate use of IT. Students must be mindful that purposefully harming any member of our community or expressing views which could bring individuals or our organisation into disrepute, will not be tolerated.

## 5.0 Staff and appropriate use of IT and social media

- 5.1 Not only do all staff have a duty of care towards young people, they are also duty-bound as professionals to use IT appropriately both within and beyond the organisation. In the same way as there can be consequences for young people, there can be for staff and we regularly train on being mindful of your 'digital footprint' and ensuring communication meets the 'red face test'. Our staff understand that any apparently private digital communication can become public and if it does, this could cause them or the organisation considerable embarrassment.

Appropriate conduct on social media is referenced in the Professional Conduct policy and also in Part Two of the Teachers' Standards It is not expected that any employee will digitally communicate anything that could bring their profession or the organisation into disrepute.

Any views expressed on Twitter or Linked IN for example, must make clear that they are the employees own and should still not lead to a reputational risk through association. Employees must be aware that digital communication can be misunderstood and or misquoted and may lead to misunderstandings that could put them at risk of allegation. For those who work with children or young people, Keeping Children Safe in Education 2020 makes clear that an allegation may be made against someone if they have 'behaved or may have behaved in a way that indicates they may not be suitable to work with children'. This includes online behaviour that may occur inside or outside of the place of work.

Staff are clear that they should never communicate with students on social media, by personal text or by any online platform other than those used legitimately in the academy and only ever in relation to learning.



## 6.0 Making use of IT to enhance learning and improve communication

The Internet and online platforms are used in all our academies to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance communication. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary IT skills that they will need to enable them to progress confidently onto university or a real alternative when they leave Dixons. confidentiality, we do so.

Some of the benefits of using IT including the internet are:

### 6.1 For students:

- unlimited access to worldwide educational resources and institutions such as art galleries, museums and libraries
- access to subject experts, role models, inspirational people and organisations. The internet can provide a great opportunity for pupils to interact with people that they otherwise would never be able to meet
- an enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen
- access to learning whenever and wherever convenient
- freedom to be creative
- freedom to explore the world and its cultures from within a classroom
- social inclusion, in class and online
- access to case studies, videos and interactive media to enhance understanding
- individualised access to learning

### 6.2 For staff:

- professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies
- immediate professional and personal support through networks and associations
- improved access to technical support
- ability to provide immediate feedback to students and parents
- class management, attendance records, schedule, and assignment tracking

## 7.0 Evaluating internet content

7.1 With so much information available online it is important that students learn how to critically evaluate information. Students will be taught to:

- be critically aware of materials they read, and shown how to validate information before accepting it as accurate
- use age-appropriate tools to search for information online
- acknowledge the source of information used and to respect copyright. Plagiarism is against the law and any intentional acts of plagiarism are taken very seriously. Students who are found to have plagiarised will be disciplined. If they have plagiarised in an exam or a piece of coursework, they may be prohibited from completing that exam and or the full series

7.2 All our academies have internet filters to ensure that content is appropriate to the age and maturity of students. If staff or students discover unsuitable sites, then the URL will be reported to the Designated Safeguarding Officer. Any material found by members of the school community that is believed to be unlawful will be reported to the appropriate agencies. Regular checks will take place to ensure that filtering services are working effectively.

## 8.0 Emails

All our academies use email internally for staff and students and externally for contacting parents and outside agencies, particularly in the case of potential safeguarding matters; it is an essential part of our communication and can often provide an important paper trail.

Staff and students are aware that Dixons email accounts should only be used for work-related matters. The Trust has the right to monitor emails and their contents and in the case of a subject access request, emails will be produced and shared, unless there would be a specific safeguarding reason that would prohibit this.

### 8.1 Staff should be aware of the following when using their academy email address:

- they should only use official school-provided email accounts to communicate with pupils, parents or carers. Personal email accounts should not be used to contact any of these people
- emails sent from a Dixons account should be professionally and carefully written. Staff are always representing the Trust and should take this into account when entering into any email communications



- they must tell their line-manager or a member of the senior leadership team if they receive any offensive, threatening or unsuitable emails either from within the academy or from an external account. They should not attempt to deal with this themselves.
- the forwarding of chain messages is not permitted

**8.2 Students should be aware of the following when using email in school**, and will be taught to follow these guidelines through the IT curriculum and in any instance where email is being used within the curriculum or in class:

- in the academy they should only use school-approved email accounts
- they should tell a member of staff if they receive any offensive, threatening or unsuitable emails either from within the academy or from an external account. They should not attempt to deal with this themselves
- they must be careful not to reveal any personal information over email or arrange to meet up with anyone who they have met online without specific permission from an adult in charge

Students will be educated to identify spam, phishing and virus emails and attachments that could cause harm to the school network or their personal account or wellbeing.

## 9.0 Social networking, social media and personal publishing

9.1 Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are potentially more vulnerable to content, contact and conduct behavioural issues. It is important that we educate students so that they can make their own informed decisions and take responsibility for their conduct online. Students are not allowed to access social media sites in any of our academies and we do not allow the use of mobile phones.

9.2 Social media sites have many benefits for both personal use and professional learning; however, both staff and students should be aware of how they present themselves online. Students are taught this through the IT curriculum and PSHE about the risks and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in the public domain. All our academies teach the following general rules on the use of social media and social networking:

- students are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the expected code of conduct regarding the use of IT and technologies and behaviour online
- they are taught in age-appropriate way about the possible safeguarding dangers of online communication
- any sites that are to be used in class will be risk-assessed by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use, additionally our online filter (Sophos) blocks inappropriate sites and searches
- in areas where we have IT equipment we use a system (Impero) to monitor student searches and IT use.
- students and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory
- students and staff are warned against sharing or liking seemingly harmless messages which may have been shared by extremist organisations
- the Trust expects all staff and pupils to remember that they are always representing their academy and must act appropriately and in line with our very clear values
- safe and professional behaviour of staff online will be discussed at staff induction and is referred to in the Professional Conduct Policy and Teachers' Standards

## 10.0 Mobile phones and personal devices

10.1 While mobile phones and personal communication devices are commonplace today, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are they can:

- make pupils and staff more vulnerable to cyberbullying
- be used to access inappropriate internet material
- be a distraction in the classroom and the place of work
- are valuable items that could be stolen, damaged, or lost
- can have integrated cameras, which can lead to child protection, bullying and data protection issues

10.2 We do not allow student use of mobile phones in any of our academies. We discourage staff from using mobile phones other than for specific work purposes (eg early alert).

- the Trust will not tolerate cyber bullying against either students or staff. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined. For more information on the academy's disciplinary sanctions read the appendices to the behaviour policy
- a member of staff can confiscate mobile phones, and a member of the senior leadership team can search the device if there is reason to believe that there may be evidence of harmful or inappropriate use on the device



- any student who brings a mobile phone or personal device into school is agreeing that they are responsible for its safety. The school will not take responsibility for personal devices that have been lost, stolen, or damaged
- if staff wish to use these devices in class as part of a learning project, they must first seek permission from a member of the Principal or Vice Principal

## 11.0 Mobile phone or personal device misuse

### 11.1 Students

- Students who breach this policy in relation to the use of personal devices will be disciplined in line with the behaviour policy. Their mobile phone will be confiscated.
- Under no circumstances can a student bring mobile phones or personal devices into examination rooms with them. If a student is found with a mobile phone in their possession it will be confiscated. The breach of rules will be reported to the appropriate examining body and may result in them prohibited from taking that exam or having their grades cancelled.

### 11.2 Staff

- Under no circumstances should staff give their personal number or email address to parents or students.
- Staff must have permission to take photos or videos of pupils and should not store these on any personal device.
- The Trust expects staff to lead by example. Personal mobile phones should be switched off, out of view or on 'silent' whenever possible, unless they are being used for a specific work purpose.
- Any breach of the policy may result in disciplinary action against the member of staff. More information on this can be found in the child protection and safeguarding policy, the disciplinary policy and dealing with allegations against members of staff along with the staff contract of employment.

## 12.0 Cyberbullying

- 12.1 As with any other form of bullying, cyber-bullying is taken very seriously. Information about specific strategies or programmes in place to prevent and tackle bullying is set out in the anti-bullying policy. The perceived anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of our community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.
- 12.2 If an allegation of bullying does come up, the school will:
- take it seriously
  - act as quickly as possible to establish the facts. It may be necessary to examine school systems and logs or contact the service provider to identify the bully
  - record and report the incident
  - provide support and reassurance to the victim
  - make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the school will make sure that they understand what they have done and the impact of their actions
- 12.3 If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be instructed to remove any harmful or inappropriate content that has been published. Repeated bullying may result in fixed-term exclusion or if the behaviour is on-going and systematic, permanent exclusion may be considered.

## 13.0 Managing emerging technologies

Technology is progressing rapidly, and new technologies are emerging all the time. The Trust IT Manager will support the Executive in risk-assessing any new technologies before they are allowed in to our academies and will consider any educational benefits that they might have. We are always conscious of the risks that new technology may attract, for example the use of Microsoft Teams, however, we also do not want to inhibit our students' learning by not allowing them access to the most up to date platforms.

## 14.0 Delivering online lessons (see Appendix A)

As a result of our experience of an international pandemic, as a Trust, we have started to deliver online lessons. Synchronous (real-time video conferencing) poses more of a risk than asynchronous (eg setting work via a VLE), however, both deliveries need to be considered from a safeguarding perspective. It is absolutely vital that clear protocols are adhered to in order to minimise potential safeguarding issues. The academy must have a home-school agreement specifically related to online lessons (see appendix below) which explains the role of the academy, the expectation of the student and the expectation of the parent. All online lessons must be timetabled in the same way that physical lessons are and the Principal must know when lessons are occurring. No change of time should be made without agreement from



the SLT and the parent. In the agreement there should be reference to where lessons should take place and the importance of maintaining professionalism and an appropriate teacher-student relationship is maintained. There will be a clear expectation of conduct as there is in the classroom and also a dress code. The environment should be kept as formal as possible and no informality of communication should be allowed to develop. Teachers need to be aware that online material can be published in a way in which it is not intended and remain vigilant to malicious publishing of videos that could bring the individual and the academy into disrepute. No teacher will deliver online lessons without full safeguarding and behaviour management training.





## Appendix A - Remote Learning Safeguarding Guidance

Dixons Academies Trust is committed to providing students with a safe learning experience, whether conducted face to face or remotely. The safeguarding of the young people in our care is paramount. The opportunity to use new technologies to either enhance or replace face to face learning is one that it is vital for us to take. We believe that through embracing new technologies we can remove the barriers faced by students as a result of enforced school closures and long term illness or unavoidable absence. We recognise that online learning may present with particular safeguarding risks that may not all be present in a physical classroom. With clear protocols and high expectations of conduct, we believe we can minimise, if not eliminate, potential issues.

It is important that all staff and teachers who interact with children and young people, including online, continue to look out for signs that a young person may be at risk. Any such concerns should be dealt with in line with our Child Protection Policy.

The usual safeguarding procedures for reporting issues will remain in place with teachers and staff able to raise concerns to the designated safeguarding lead.

This guidance is in place to protect students and also staff.

### 1.0 Overview

- 1.1 Dixons Academies Trust is committed to providing the highest standard of safeguarding. The safety of our young people is of paramount concern.
- 1.2 Dixons Academies Trust will only use Microsoft Teams as its online learning platform for the delivery of both synchronous (real time) and asynchronous (pre-prepared and or recorded) lessons.
- 1.3 All synchronous lessons will be timetabled and the times will be published on the academy website. No changes to lesson times will take place without the permission of the Principal or Vice Principal.
- 1.4 Before the academy undertakes synchronous lessons, families will have the opportunity to meet on Teams with the Principal, or Vice Principal, to go through expectations and protocols. They will have the opportunity to ask questions and withdraw their consent from involvement if they do not feel satisfied with the measures that are put in place.

### 2.0 Legislation

- 2.1 Our policies and procedures have been developed to ensure we comply with all relevant safeguarding legislation and in particular Keeping Children Safe in Education (2020).

### 3.0 Aims of the guidance

- 3.1 Dixons Academies Trust seeks to provide the best possible safe learning.
- 3.2 This guidance aims to ensure we safeguard all users of Dixons Academies Trust online learning (including children, parents / carers and teachers).
- 3.3 All teachers who deliver online learning will be specifically trained in safeguarding in relation to remote teaching and will have re-familiarised themselves with this guidance and our Child Protection Policy and Keeping Children Safe in Education.
- 3.4 If any family has a safeguarding concern about a member of staff, they must contact the Principal of the academy immediately.

### 4.0 Dixons Academies Trust responsibilities

- 4.1 All our teachers are safer recruitment appointed and have regular safeguarding training. They fully understand the duty to safeguard young people and what to do in the event of an incident.
- 4.2 All our synchronous online lessons are recorded (with the exception of normal timetabled lessons students dial into) and stored so that they can be quality assured by the designated safeguarding lead and the senior leadership team.
- 4.3 Synchronous online lessons will be quality assured in real-time, in the same way that classroom learning is, by regular unannounced senior leadership drop-ins; a senior member of staff is on duty at all time during online lessons.
- 4.4 All teachers who deliver online learning will have specific child protection training, behaviour training and a GDPR reminder in relation to this.
- 4.5 Dixons Academies Trust will protect all data in accordance with all relevant legislation.
- 4.6 The senior leadership team and the designated safeguarding lead will be able to monitor postings made on Teams and messages sent between students and teachers.
- 4.7 Dixons Academies Trust will record all online lessons (aside from normal timetabled lessons students dial into or where any unforeseen malfunction of the recording equipment occurs) and store these recordings for a minimum of 28 days and a maximum of 90 days. These recordings remain the property of Dixons Academies Trust.
- 4.8 Dixons Academies Trust will ensure all concerns are dealt with in line with the complaints policy.



- 4.9 The Trust will train teachers on online transparency before they deliver lessons, so, for example, ensuring student and teacher hands are folded and in view at all times, not turning off screens (only speakers), ensuring student engagement through techniques such as using the chat facility, and directing questions.
- 4.10 Dixons Academies Trust will regularly review this guidance and our Child Protection Policy to ensure they are best suited to safeguarding all users.

## 5.0 Student responsibilities

- 5.1 Students under the age of 18 must be represented by a family who gives consent for them to receive online synchronous learning.
- 5.2 Students must ensure that there is no inappropriate communication between themselves, other students and the teacher.
- 5.3 If a student believes that any communication has been inappropriate, they must do what they would do in a lesson in the academy and report this to their Head of Year or a senior leader immediately.
- 5.4 If there is anything that makes a student feel uncomfortable about the content or delivery of the lesson, they must report this to their Head of Year or a senior leader immediately.
- 5.5 Students are solely responsible for the material they post on Teams, including messages sent, and they must not post defamatory, offensive or illegal material.
- 5.6 Students must immediately report to Dixons Academies Trust any defamatory, offensive or illegal material they view on our platform.
- 5.7 Young people should expect the same standard of behaviour in online lessons as there would be in a lesson in the academy and the same behaviour management system will be applied (for example 1 warning). They must wear their school uniform as they would in the academy.
- 5.8 Students must ensure that teachers are treated with respect.
- 5.9 Students must report any safeguarding concerns or illegal activity immediately to their parent and the designated safeguarding lead.
- 5.10 Students must undertake their lesson in an appropriate place where there is the potential for an adult to supervise. They must not be in their bedroom, or their sibling's bedroom, so that professionalism is maintained. Younger siblings should not interrupt the learning.
- 5.11 Students must confirm that they understand the importance of using all materials as they are intended and that any attempt to misuse or misrepresent the teacher or the academy will be taken extremely seriously. If other students become aware of this happening, it is expected that they will report this immediately.
- 5.12 For synchronous live lessons that are a part of student's normal daily timetable, headphones should be worn. This is to protect the data of other students in the classroom.

## 6.0 Teacher responsibilities

- 6.1 All our online lessons are delivered by teachers who are employees of Dixons Academies Trust.
- 6.2 If a lesson is arranged and timetabled, it will go ahead in the same way that it would in the academy, even if this is with a cover teacher. Parents will always know the timetable for online synchronous lessons.
- 6.3 Teachers are responsible for the learning that takes place online and are monitored and held to account for the quality of planning and delivery in the same way that they are in the academy classroom.
- 6.4 Teachers must immediately report to Dixons Academies Trust any defamatory, offensive or illegal material they view on our platform.
- 6.5 Should the teacher notice that there is an issue with recording the lesson, either human error or technical, they should explain to the students that the lesson must be terminated and immediately inform the Principal and the DSL. The lesson will then be formally rearranged. If the teacher realises at the end of the lesson that it has not been recorded, they must immediately inform the Principal and DSL and report any issues. (This does not apply to normal timetabled lessons students dial into)
- 6.6 Teachers must manage behaviour in the same way that they would in the academy classroom.
- 6.7 If a student continues to disrupt a lesson, the teacher should call for 'on tour / on call' from senior leadership in the same way that they would in a lesson in the academy. A student will not be removed from a lesson with no supervision without a parent being informed. A student who is being disruptive will be muted until a senior leader is able to attend. The senior leader will ring the parent immediately to explain the issue and then follow up.
- 6.8 Teachers must take every precaution to ensure that they work in a safe and professional environment and that all lessons are delivered in an open and neutral space, where possible in the presence of another teacher, either physically or online.
- 6.9 Teachers must ensure that their environment does not display any inappropriate images or documents when conducting a session and that, if the lesson is delivered from their home, that backgrounds are blurred and no personal or student documents are visible.
- 6.10 Teachers must follow the Professional Conduct policy, including the dress code.
- 6.11 Where a difficulty arises with a student's conduct, the parent will be involved in the same way that they would be in the academy.
- 6.12 At the start of online learning, the teacher will make clear the expected conduct and the sanctions that will be applied.



- 6.13 Teachers must report any behavioural issue in the same way that they usually would.
- 6.14 Any safeguarding concerns or illegal activity must be reported immediately to the designated safeguarding lead.
- 6.15 Teachers must ensure that, if anything, online lessons are more formal than in a classroom setting and that they do not make any comments which could be misconstrued or misinterpreted.
- 6.16 The platform must be used for formal lesson delivery and for no other purpose. All conversations should be learning related and never with just one student, unless there is adequate supervision.
- 6.17 The teacher must ensure that they record the lesson from the minute that they enter the 'room' and that they are present before any students

## **7.0 Family responsibilities**

- 7.1 The family will familiarise themselves with the Dixons Academies Trust's Child Protection policy.
- 7.2 The family will be responsible for the welfare of the student during the session.
- 7.3 The family will always be responsible for the student's physical environment during the session and will ensure it is safe and appropriate.
- 7.4 If possible, the parent or another responsible adult will be present for secondary school students, or available, during an online lesson so that any concerns encountered by the student can be reported as soon as possible. For Primary phase students, a parent must be in the room at all times.
- 7.5 The family will work with the academy to ensure the student adheres to the behavioural expectations and is meeting the terms of their home-academy contract. Any misuse of online learning materials, for example for malicious purposes, will be treated extremely seriously. If a teacher or the academy's reputation is damaged as a result, the sanction could be permanent exclusion.
- 7.6 The family will raise any concerns regarding the quality of learning with the Head of Year or a senior leader.
- 7.7 The family will support the organisation of the student, making sure they are equipped and ready to learn and that all independent home learning is completed on time and is of best quality.
- 7.8 Any safeguarding concern will be reported immediately to the designated safeguarding lead.

## **8.0 Updating our policies and procedures**

- 8.1 This remote learning safeguarding guidance and supporting procedures will be reviewed by Dixons Academies Trust on a regular basis to ensure it is adequate and relevant to safeguarding standards.

