



Atlantic Academy Portland
an Aspirations Academy

Remote learning and Virtual Learning Platform Policy

(this policy is in place for the period of lockdown due to the Coronavirus outbreak)

Aims and Objectives

We recognise the importance of encouraging access to learning in the many different environments that members of the school community operate in, within school, at home or on the move.

Our aims are:

- To encourage students to explore the issues surrounding cyber citizenship within a safe, recorded and monitored environment;
- To encourage students to become more independent learners within a safe and monitored environment;
- To provide opportunities for greater parental involvement in the educational life of the school;
- To allow students to continue their learning in different environments.
- To support the continuation of quality learning provision during the time of school closure and national lockdown.

School, Staff and Student responsibilities

School responsibilities are:

- To provide each student with a secure online logon for online learning platforms, where they can access appropriate materials that are either created or selected by other school members for them;
- To provide staff with online access to areas where they can create materials that will help students both educationally and pastorally

Staff responsibilities:

To keep the same level of professional relationship that is observed within school on the online learning platforms.

- To observe best copyright practice;
- To endeavour to learn how to make the best use of the online platforms whilst observing a reasonable work life balance;
- Staff who have a teaching responsibility will endeavour to find the best balance for using the online platforms that reflects our instant modern e-learning culture whilst retaining the best of older teaching methods;
- To respect all intellectual property rights of persons who create online platforms resources.
- Using and adapting these for their students but not republishing them outside the school as their own work;
- As in the classroom, teachers are responsible for monitoring submissions by students to the online platforms that they have initiated.

Student responsibilities:

Student responsibilities are presented as a series of simple I will statements that can be easily remembered. These are taught alongside a comprehensive web safety curriculum. See the internet policy for more details. student statements:

- I will try to remember my username and password;
- I will keep my password secret from anyone other than my parents;

- I will not give out my address, email or phone number to anyone else;
- I will think about how a message will be viewed before I type;
- I will be polite and kind to everyone using the online platforms;
- If I find anything that I don't like, I will tell my teacher if at school and my parent or guardian if I am at home.

Misuse

We take misuse of the online platforms by any member of the school community seriously and will deal with any incidents that occur as if they had happened on school property during the school day. We take the view that all users using the on-line platforms do so under the direct code of conduct set out here and Atlantic Academy Portland acceptable usage policy.

Specific Areas of Misuse:

NB Any form of media refers to text, digital image of any type, video and audio file in the rest of this document.

- It is an offence under the schools code of conduct for any member of the school community to publish any derogatory remark in any form of media on the schools online platforms.
- It is an offence under the schools code of conduct for any member of the school community to extract any form of media from the online platforms for use in cyber bullying outside the schools online platforms.
- It is an offence under the schools code of conduct for any member of the school community to publish or store any sexist, racist or sexually exploitative material in any form of media on the online platforms.
- It is an offence under the schools code of conduct for any member of the school community to knowingly store or seek to spread a virus using the schools online platforms.
- It is an offence under the schools code of conduct for any member of the school community to run a business using the online platforms.

Dealing with Misuse:

- To deal with any incidents of cyber bullying that occur on the online platforms as if the bullying had taken place within the physical bounds of the school.
- To investigate and work with all parties in any incidents of cyber bullying that take place outside of the online platforms between members of the school community where clear evidence is provided. The school takes the position that as these persons would never have met without the school as contact point then the school has a duty to help. Following best practise where cyber bullying threatens violence or is of a sexual nature the police will be asked for their advice/involvement.
- Offences will be dealt with according to the level of the offence in line with school discipline for students and guidelines for staff disciplinary procedures. If the offence is a breach of criminal law, the Police will be called in and all evidence will be preserved to the best of the school's ability. If the offence is committed by a person not employed by Atlantic Academy Portland who has access to the online platforms, the Headteacher will decide how to deal with the offence according to best practice.

- Minor infringements of these rules by students can be dealt with by a withdrawal of certain online platforms privileges such as (but not limited to):
 - Withdrawal of ability to message other students for a fixed period of time (student would still be able to message teachers);
 - Withdrawal from the whole school group which has access to a whole school chat and whole school discussion forums for a fixed period of time often 2 weeks for a minor first offence.
 - As a general principle, students would not be withdrawn from online learning platforms unless there was extremely good reasons to do so, that were in the best interests of the child. Students have a right to access the schools online platforms as they have a right to access education through more traditional forms.
 - If a student is on a Fixed Term Exclusion from the school their Online learning platform access would not be removed unless it was in their best interest, or in the best interests of other students within the school.

Specific Issues that arise from the use of online learning platforms

Password Security:

Each student is responsible for the security and use of their Username and password.

Students must not use the account, Username or password of any other user. They must not disclose their Username or password to anyone else. (Exception being a younger student with their parents) All users are responsible for all online platforms activity that occurs on their account. If a user suspects that another has their password they should immediately inform a member of staff.

Communication:

When using the online platforms communication facilities, students must:

- Respect other people's views and beliefs;
- Only post comments which are appropriate to the particular discussion;
- Remember that they are conversing with real people and not with a screen name in cyberspace;
- Report anyone else who breaches these rules so helping to keep others safe. This will enable students to enjoy interaction with fellow students and teachers in a friendly and helpful environment.

Uploaded video material:

In order to safeguard all stakeholders in our school community no one should transmit any live material. Any uploaded video material must be done in such a way that it does not identify specifically where a person lives or compromise any individuals living in the house.

Using the online platforms at home:

Use of the online learning platforms at home is governed by the parents/guardians' time rules.

This policy will be reviewed after the period of the Coronavirus lockdown in the light of any significant developments or new legislation.