Rikkyo School in England

REMOTE EDUCATION POLICY
December 2020

1. Aim

This policy has been created to ensure a safe way of remote education to any class, group or small number of students who are not physically present in school. The remote education will be delivered by using a virtual learning platform.

It is important that all students are effectively safeguarded whilst they access online learning opportunities from their homes or from their boarding house for the duration of their long distance and remote learning period.

2. Implementation

The school will provide staff and students with access to online learning resources. The Headmaster will ensure that:
- All teachers haven been trained how to use the virtual learning platform
- ICT polices are in place for remote learning
- A safe and secure username / password system is in place
- A written Risk Assessment is in place if required
- Monitor the effectiveness of remote teaching through observing lessons and by speaking with stakeholders (teachers, students, parents)
- Ensures that information published online by the school is of high standard and meets legal requirements in relation to copyright, safety and decency.

The Headmaster has appointed Mr Kobayashi to oversee the remote learning and Mr Szymon Dymek (Docex) as an advisor of ICT policy at the school. The Remote Learning Coordinator will:
- Provide training for teachers and students and inform parents on how to use the virtual learning platform correctly
- Inform parents that they need to have in place for their child a computer, internet connection, headphones and a quiet space
- Ensure school IT equipment and internet connection is of high standard and well maintained
- Provide teachers with advice for remote lessons

Privacy of students, parents, staff and other users is recognised and respected at all times.

Teachers are expected to utilise and integrate technologies, including online learning opportunities, into their programs for all students.

The use of mobile devices including mobile phones by students and staff must be in accordance with the Acceptable Use of ICT Policy and the Staff Mobile Phone Policy.

3. Safeguarding

Our safeguarding principles and the reporting lines are the same as for in-class teaching, please refer to our Safeguarding Policy for details.

Safeguarding concerns may arise from what a teachers has seen, heard or been told during online interaction with students.

If a teacher has received a disclosure of any form of abuse or neglect of if a teacher is concerned about a student, then he/she must inform the DSL as soon as possible, and at least within 24 hours. A written record of the disclosure or the concern should be made on the same day and given or sent to the DSL.

Added risks of students working remotely include online bullying, peer on peer abuse, harmful online content, online grooming and radicalisation, and mental problems. Teachers should be alert to these risks.

If a student is at immediate risk then you must not delay and contact MASH or the police.

4.   Responsible use of learning technologies

Students and staff must be aware of the responsibilities associated with efficient, ethical and lawful use of learning technologies. Students will be denied access to distance learning if they violate any of the terms detailed below.

Parent/Guardian/Boarding Staff Responsibilities
- Ensure that your child/children/your student/students know the importance of conducting themselves appropriately online.
- Discuss about ensuring respectful communication at all times and making choices to protect their personal information.

Teachers Responsibilities
- To deliver quality lessons using ICT technologies where appropriate
- Ensure to use ICT technologies in a safe manner
- Use school registered account never personal ones.
- Never share your password or give out personal details or other personal information.
- Use school devices unless the use of your own device has been approved by the school according to the Acceptable Use of ICT Policy.
- Do not use any unapproved communication platforms. The school's approved learning platform is the gsuite and Zoom.
- Teachers who have approval to use their own device need to follow the rules in the one-to-one teaching guidance (see below).
- If you need to work remotely, ensure that:
  - You are dressed appropriately

- o You have an appropriate and quiet space to work from and nothing inappropriate is visible; try to make the background blurred if possible
- o Pay attention to the space in which the students are working, if you have any concerns raise these with the DSL
- o Any phone calls to parents and students should be made from the school. If this is not possible, then the Headmaster must be asked for permission before the call.
- o Try not to make phone calls or schedule meetings with students outside core working hours, taking into consideration any time zone difference.
- Always keep a log of your work on-line including date, time, subject and name of student/students.
- As a general rule, there will be no one-to-one teaching or teacher / student meetings. Any one-to-one teaching would be the exception to the rule, has to be risk assessed by the Headmaster and needs to follow the procedure below:
  - o Lessons to be timetabled and planned in advance. No unplanned or spontaneous meetings unless permission has been given by the Headmaster and the DSL.
  - o Remote lessons will only take place on google meet or Zoom.
  - o The lessons must be scheduled in the teachers and the students school google calendar, and the Head of Department or Line Manager must be invited to these lessons / meetings and will "pop in".
  - o All lessons / meetings will be recorded and the recordings shared in a central drive, and deleted after one year.
  Ensure that you are aware of the school's Acceptable Use of ICT Policy and E-Safety Policy.

Advice has been provided by the government with links to further resources and help centres: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

Students Responsibilities
- Use computers/devices in a responsible, safe and ethical manner.
- Students will be held responsible for all activity whilst using distance learning.
- Students behaviour must be consistent with the school's values and Pupil Behaviour and Discipline Policy
- Adhere to the Student Acceptable Use of ICT Policy concerning behaviour and communication which apply to all mobile devices.
- Monitor all activity on your account and take necessary and appropriate steps to protect your privacy.
- Report any e-mails containing inappropriate/abusive language and/or subject matter to your teacher.
- Ensure that your personal information is protected at all times. This includes username, pin numbers and passwords.
- Dress appropriately
- Sit at a desk or table and in a quiet space
- Consequences of publishing, accessing or failing to notify a teacher of inappropriate material may include the removal of access rights.
- Consequences for transgressions may include the removal of access rights; for serious transgressions the consequences may include; criminal charges, suspension, expulsion consistent with the Pupil Behaviour and Discipline Policy.

Student activities strictly prohibited include (but are not limited to):

- Illegal installation or sharing of copyrighted materials.
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Accessing other students accounts, files and/or data.
- Use of anonymous and/or false communications.
- Sharing personal information online

ON-LINE SAFEGUARDING ADVICE FOR STUDENTS

Here are some ways to help keep you safe on-line.

PROTECT yourself when on-line or on your phone. Think PROTECT:

P = Personal Information - Never share your name, address, password, phone number, current location or school name.

R = Remember - Your posts and photos will stay on-line forever.

O = Only add friends - If someone you don't know asks to send you a request, ask an adult. Don't chat with them and don't assume you can trust them. Only talk to people you know.

T = Tagging - Don't tag friends in a photo without their consent.

E = Emotional - If someone is making you feel bad, tell an adult.

C= Communicate - Always be polite online. Be positive, show respect and help others.

T= Think – Before you send, think, would you want your family to see it?

When online or with your phone **Remember** treat it just as if you are face-to-face:

- Be kind and think carefully about the impact on others before you share something.
- Always think before you send your message or images … will it cause offence?
- Are you happy with the message you are sending … it can be easily misunderstood
- What you share online may be kept forever and reveal information about you.
- Always tell an adult if you:
  - o Are ever worried, unsure or upset by something that happens on-line
  - o See images and videos, which are offensive or upsetting
  - o Are ever asked by someone online to meet them face-to-face.
- Do not believe or trust everything or everyone online. Check it out with an adult.
- Never agree to meet someone face-to-face if you have only met them on-line. No matter how friendly they might seem or how well you think you know them, they are still a stranger. Always tell an adult if someone online asks to meet up.
- Balance screen, sleep and off-screen time, take breaks and make time for exercise and family and friends.
- Put your phone away when working and sleeping.

Be careful
- Keep your personal information safe and check with an adult before you share anything on-line.
- Personal information includes your email address, phone number, school name and passwords.

Be aware
- Make sure you know how to behave and stay safe on sites, games and apps.
- Look out for buttons that let you block, mute and report other users who aren't behaving.