

## Distance Learning Agreement

This Distance Learning Agreement sets out how we will teach pupils of Tring Park School for the Performing Arts (The School) and how Teachers and Pupils will agree to use systems in place for distance learning.

This agreement is in addition to:

- The Staff Code of Conduct
- Online Safety IT and Acceptable Use Policy
- Privacy Notice

### Safeguarding Pupils

The school will use Microsoft Office 365 to deliver its online distance learning; this includes Apps such as Outlook email, OneDrive and Teams. Pupils and Staff will be required to use their school login details to access the system. They must not use a personal or private account.

All live streaming lessons must be recorded on Microsoft Teams to protect both the pupil and teacher in the case of allegations of impropriety.

It is the responsibility of the teacher to ensure that they have turned on the recording function before the start of every live streamed lesson.

Any information shared within Microsoft 365 or the school file and folder structure during a lesson, or that has been made available as a resource for pupils, must not be shared further.

This includes:

- Videos
- Pictures
- Files
- Folders
- Text chat (available in Microsoft Teams)
- Any other file sharing etc.

Anyone found to have done so will be subject to possible disciplinary action in accordance with the school's Behaviour Policy. All behaviour will be monitored by staff as normal.

Where video cameras are used, all participants must be suitably dressed as if they were attending a physical lesson. Remember that you and anyone who is in range of the camera can be seen at all times.

The option to blur the background or overlay a picture background must be used by all who use their webcams. Sometimes it is not possible to blur the background, either because a device does not support these functions or it is not practical to use because of the required

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distance from the camera or the movement required in a dance lesson. In these instances, you must position the webcam with a neutral background and maintain awareness of what others can view.

Pupils are normally expected to switch on their webcams during lessons, once the teacher has given permission to do so, in order that the teacher can monitor pupils' engagement with their learning. If a teacher has allowed the use of video for a lesson, this will still be at the pupil's discretion and is not mandatory for Distance Learning. However, pupils are still expected to remain engaged and respond appropriately using the audio function. If a pupil chooses not to switch on video and the teacher is unable to determine whether the pupil is engaged in lessons, this should be reported to the relevant Head of Year/Vocational Director.

Pupils should ensure that they have referred to the issued guidelines for physical activities and have completed the 'health and safety checks' before beginning the activity or lesson.

Pupils should mute their microphones unless asked to speak by the teacher. This will enable all pupils to hear the teacher clearly. Pupils are advised to use headphones to reduce feedback when they are speaking.

Pupils and teachers must not invite any third parties to the online lessons; they are only for pupils and staff of The School.

There will be the need for some teachers to deliver one to one lessons with pupils or to have individual catch ups. These should only take place during normal lesson times. If they cannot be carried out using email and need to be conducted over live video, they must be recorded using Microsoft Teams. The parent must be informed in advance of the timing of the lesson or session and, where possible, it is requested that a parent is present. If possible, the lesson should take place in a public part of the house that is free from distractions rather than a private room such as a bedroom. If any of these arrangements are not possible, the teacher must consult first with his or her line manager or the DSP team.

- If you have an urgent child protection concern, follow normal safeguarding procedures and report it immediately by ringing the DSP.
- Report a safeguarding concern that is not urgent using MyConcern, which can be accessed remotely via Foldr or by googling 'MyConcern login'.
- Email [dsp@tringpark.com](mailto:dsp@tringpark.com) for any non-urgent safeguarding correspondence.

If any pupil or member of staff wants to raise a concern they can do so using the existing channels at school, i.e. through their line manager, MyConcern, or the DSP team.

### **Data Privacy**

All conversations and data shared and/or published within Microsoft 365 will remain within the platform. As Microsoft 365 will be monitored and subject to review, there should be no expectation of privacy.

In the interest of data protection, no personal data or information may be shared through MS 365, including pupil particulars and staff particulars, unless using encrypted email between staff. All information made available on 365 during lessons, in whatever format

(video etc.), must be treated as confidential and/or proprietary and must not be subject to further sharing. The platform will be monitored and anyone found to be in contravention will be subject to the usual sanctions.