



RINGWOOD JUNIOR SCHOOL

POLICY FOR ONLINE TEACHING & LEARNING

Technology is constantly developing with an increase in the number of sites and devices that people use. The majority of children use online tools to communicate with others locally, nationally and internationally. Access to the internet, and other tools that technology provides, are an invaluable way of finding, sharing and communicating information.

Ringwood Junior School, at times, asks students and parents to access the internet to learn at home and this policy outlines our procedures to provide support and guidance for the safe use of school online systems. Following partial school closures as a result of coronavirus, the volume of home learning significantly increased, with the majority of this learning accessed through Google Classroom and Google Meet.

Rationale

At Ringwood Junior School we have developed a balanced approach to home learning based on the following principles:

Home learning should:

- Ensure that the detrimental impact of partial school closures on children's learning is minimised
- Use high quality, reliable and safe materials
- Be sustainable for the school in the event of staff becoming unwell and being unable to set activities
- Be manageable for staff by developing a collaborative approach to setting curricular activities
- Be manageable for parents through offering support and guidance and allowing siblings to work together on some activities, as and when appropriate
- Take account of the impact of coronavirus and partial school closures on mental health and wellbeing and not put undue pressure on children or families
- Ensure that there is a balance between online and offline activities

Resources

When selecting online teaching and learning activities for pupils to carry out at home, staff will do their best to gather them from trustworthy sources. Care should be taken that associated advertising around free websites used should be age-appropriate for the pupils who are being asked to access the website. Should any new information come to light regarding the content or advertising on a particular site, the staff member should immediately seek to take down the document or web link from the website or contact someone who is able to do so.

Google Classroom

Ringwood Junior uses Google Classroom as the primary delivery system for online learning. Pupils and staff are provided with secure logons and all communications between pupils and staff outside school are expected to use this secure monitored system. Whilst parents are welcome to observe and support their children with work on Google Classroom, we would ask parents to avoid communicating with staff via this channel or any other social media and instead to use the established office email (admin.office@ringwood-junior.hants.sch.uk) and phone number (01425 473554). In this way we can ensure that your concerns are fully logged and acted on.

Provision

Pupils are provided with Google Classroom, Google Drive, Google Docs, Google Slides, Google Calendar, Google Sheets and Google Tasks. Documents can be shared with other pupils and with teachers. No document can be shared outside the rjs1.co.uk Google domain. Pupils can be provided with links to external documents and websites through the Google Classroom.

Devices that Support Google Classroom

Google Classroom can be accessed by pupils via PC or Mac using an internet browser or via iPad or Android tablet after the Google Classroom, Google Drive, Google Docs, Google Slides and Google Sheets free apps have been installed via the Apple store or Android Play store.

Learning Activities on Google Classroom

We understand that many pupils will be sharing devices and that others in the home will need to use the internet for work and study as well as Ringwood Junior School pupils. Therefore, the majority of learning activities on Google classroom are asynchronous, designed so that pupils can carry out the task or challenge whenever they have access to technology.

Expectations

Pupils and staff are expected to follow the same high standards of communication and respectful behaviour towards each other that characterises the everyday face-to-face learning environment at Ringwood Junior. Additionally, all members of the school community will avoid using text language or slang so that all communications are clear and not easily misunderstood.

Trust

Pupils are trusted by Ringwood Junior staff within the safe confines of Google Classroom however any allegation of abuse or bullying will be taken seriously, acted on straight away and dealt with according to the school online safety policy.

Video Conferencing

Ringwood Junior School reserves the right to introduce real time video conferencing using Google Meet. These opportunities will only be advertised on Google Classroom or on initial occasions via secure Parent Mail systems. Pupils will not be offered video conferences on a one to one basis but only as part of a class or group. All videos will be recorded and kept for three weeks in case of allegations of impropriety made by any party. We do not anticipate this being our main method of teaching and learning as it is synchronous and will not be accessible for all pupils or fit in with family needs. However, we anticipate that it will be important for pupils to see their friends and remain connected with them.

We ask that parents:

- Help pupils connect to video conferences and remain nearby in case teachers have messages for parents
- Do not video or photograph the conference in progress
- Do not share any image or video of the conference on any form of social media.
- Do not share any invites for their child with any other child or any other party outside the school
- Try and find a place for pupils to connect that avoids other family members interrupting or distracting by entering the video background as much as is possible
- Report any problem or misuse of school video conferencing to the school office via the normal channels

We expect pupils to:

- Communicate respectfully with their teachers and peers
- Mute their microphones while listening to their teachers
- Wait to be asked a question by name before switching their microphone back on and answering it
- Switch off their own video feed if they are unable to get a good picture to reduce the video bandwidth.
- Follow teachers' reasonable instructions
- Leave a video conference when directed by their teacher

We expect teachers using video conferencing technology to:

- Remove any pupil from the conference who acts in a disrespectful or rude manner towards the teacher or other pupils
- Record the conference and keep the recordings for three weeks
- Follow all normal teaching conventions

We recognise that the current situation is changing rapidly, and this policy will be amended in the light of new advice and information as necessary.

15/06/2020