

The Vyne Online Learning Code

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy (See Covid Addendum) and where appropriate concerns should be logged on CPOMS or referrals should still be made to children's social care and, as required, the police.

Online teaching should follow the same principles as set out in the Vyne Teaching and Learning Priorities as updated 15/01/21 to teachers. The Vyne will ensure any use of online learning tools and systems are in line with privacy and data protection / GDPR requirements.

Teachers

(The training on setting up and running Google Classroom Meets is in the training section of Google Drive)

- Only admit students who are using their school student google classroom account identity to lessons
- Remind students at start of each lesson turn off their camera and microphone and only use the chat to talk to teacher
- Teachers will not go "live" in the google classroom until at least 3 students are present, teachers can wait in the classroom with their camera off.
- Teachers will not meet "live" with less than 3 students – if one student asks to meet with you this is not possible and should not occur. They can communicate via email or during the lesson using chat.
- Teachers will record lesson as soon as they join, but will not publish it (so you have a record for your own well-being)
- Teachers may choose to have their camera on at the beginning during the welcome and introduction. If the camera is used they must ensure their background is free of photos and is appropriate (e.g. no other family members visible). Be very conscious of when microphone is on.
- Teachers must wear suitable clothing and as always language must be professional and appropriate
- Teachers must only use our school platforms (email, website and blogs) to communicate with students
- If a student behaves inappropriately, give the student one warning and if they misbehave again, delete the student from the lesson, if you have a repeated problem report to Head of Year and inform parents.
- If as the teacher you feel the situation is not appropriate move the students onto the planned activities and turn off your camera and microphone.
- At the end of the timetabled lesson slot ask all students to leave the meeting, and then stop recording and leave.

Students (Support Video on how to access Google Meets will be found in your year group google classroom)

- Attendance at an online lesson assumes you consent to follow this code
- Attend lessons as per your timetable and on time
- The invite to your google classroom meet can be found in your email or your google calendar, and in your google classroom

- You must log on through your school student google account or you will not be admitted to the lesson
- Students must keep cameras and microphones switched off (unless a teacher specifically asks you to answer a question)
- If students have a question they should raise it through the chat function and the teacher will look through those once they have finished their introduction or before the next lesson if they are already at school teaching in the building
- The chat facility is to talk to teachers only, not for students to chat to each other
- The lesson is recorded for safeguarding to ensure everyone behaves appropriately
- Everyone must ensure they are respectful and considerate to all involved
- Students will be asked to leave the lesson at the end of the session and should log straight out as requested
- Students are not expected to complete all work in the classroom, they should be working for the majority of the lesson time, but may finish 10 mins before the end of the lesson to allow a break between lessons
- Students should take breaks away from their computer throughout the day
- The best place to get help is in the google classroom lesson
- Tip - If you're using a mobile device, install the Google Meet app.