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Virtual Schooling Policy

(May 2020. Next review May 2023)

Following school closure during the Covid-19 crisis of 2020 Mikołaj Rej School has developed the use of virtual Schooling using Microsoft Teams.

Microsoft Teams facility enables the School to securely run classes remotely allowing the teachers and pupils to see and hear each other between different locations and for teachers to share presentations, films etc with pupils . It is a real time, interactive technology. The school takes the following precautions to ensure the safety of staff and pupils.

Security

- Access details are only sent to the email address provided by parents and are not posted anywhere else.
- External IP addresses are not made available to other sites or made visible to external parties.
- Teachers and teaching assistants control who has access to the Virtual Classroom. They are able to block or remove individuals if the need arises.
- All primary school classes access the system via a link. Each class is a 'team' in its own right.
- All Senior school pupils access the system using individual email addresses.
- The school is utilising the services of three ICT technicians to assist teachers with any technical problems. If pupils have a technical problem they will be assisted by the teacher with the technician's help. The Technicians are DBS checked, but even so will never be in a one on one situation with a pupil.
- All individual log-in details are stored securely and adhere to GDPR regulations.
- Access details are limited only to individuals who need them to operate the classes.

Teachers

- Teachers and Teaching Assistants utilise the on-line platform for teaching purposes only.
- Teachers and Teaching Assistants will behave professionally at all times exactly as they would if they were teaching in the classroom.
- Teachers and Teaching Assistants will ensure that the background seen by the pupils is in line with their professional status.
- If a teacher schedules a virtual visit of a guest, both pupils and parents will be informed in advance.

Pupils

Pupils are encouraged to participate in virtual lessons, but participation in online lessons is not obligatory. If a pupil is not willing to participate in online lessons, they can (with the help of parents) complete the lesson based on materials sent by the teacher. It is important that the teacher is informed about the parents' decision and that the way of working in this situation is defined.

If pupils participate in lessons, they must follow the following rules and regulations.

- **Learning online has the same purpose as lessons at school.** It is different from learning at school in that the pupils are at home and the lessons take place virtually.
- **Pupils must not disclose their login details or their link to Microsoft Teams with any other individual.**
- **Pupils must prepare for lessons before the start of classes. They will require their notebooks, textbooks, exercise books and materials indicated by their teacher.**
- **Pupils log on to the lessons on time** (at the time set by the teacher) - delays will disturb the lesson.
- During classes, pupils work in a way that will **not disturb others**.
- **Pupils actively participate in classes** by answering teacher's questions.
- **During the lesson pupil's microphones are switched off.** It is important for all students to hear the teacher. The pupil/parent turns on the microphone in situations and in the way agreed with the teacher. Pupils (with the help of parents) must ensure their **background is** for others to view during the lesson and will cause minimum distractions, so think about it before you show your workspace to others. (Put away toys and other things that may distract you and others. Teachers can accommodate a few minutes at the end of the class for the willing pupils to share their favourite things or experiences with the teacher and their classmates).
- The space provided also includes a sound background. Please make sure that radios playing loudly, telephone conversations, etc. do not disturb the pupil or their classmates during the lesson.
- **It is strictly forbidden during lessons to**
 - - **use mobile phones and other multimedia devices** (computers, tablets, telephones, etc.) for purposes other than the lesson. Do not write text messages, do not play games, do not watch videos.
 - - **behave arrogantly and disrespectfully** towards the teacher and colleagues
 - - **silence the teacher**
 - - **participate in lessons without proper clothing**, e.g. in the swimming pool itself or without a T-shirt
 - - **consume food**- a glass/bottle of water is allowed
 - - **use virtual filters** to create a different background/reality such as space or beach
- **Pupils must not record** the lesson using telephones or any other devices. It is illegal to record or distribute another person's image without their consent.
- The only individuals allowed to record lessons (or extracts thereof) are teachers, assistants and the school management. They may do so in order to document the lesson chosen and for training purposes. Recording is only possible on the Teams platform.
- Pupils are encouraged to **turn on the cameras during the lesson**. This allows better contact with the group and the teacher.
- **If a pupil has to leave the lesson for a short period, they should do so discreetly without disturbing the lesson.** There is no need to inform the teacher.
- **Homework is sent to teachers** in an agreed manner and on a specified date.