



Remote Provision Policy

Ernest Bevin Academy

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Part of United Learning

Responsibility: Assistant Principal	Date Approved: Summer 2024
Approved by: Principal	Review Date: Summer 2025
Monitored by: Principal	Links to other policies: Curriculum Policy Acceptable Use of IT policy Safeguarding policy Online Safety Policy Privacy notices

In the event that students are required to remain at home due to an unforeseen circumstance the school will offer remote education. The school will aim to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations.
- give access to high quality remote education resources.
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use.
- provide printed resources, such as textbooks and workbooks, for students who do not have suitable online access.
- recognise that younger students and some students with SEND may not be able to access remote education without adult support and will work with families to deliver a broad and ambitious curriculum.
- set assignments so that students have meaningful and ambitious work each day in a number of different subjects.
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos.
- gauge how well students are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work.
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding.

- plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers.

Staff will exercise extreme care to stay within the bounds of the expectations around communication with students.

Access to remote education

The school will continue to use the virtual learning environment on Microsoft Teams as its remote learning hub where students can access 'live remote lessons' as well as classwork and homework. All students have an Office 365 account. Where live lessons are delivered to groups other than classes then the link for the lesson will need to be shared by messaging individuals.

Curriculum Overview

Each class on Teams will include an overview of the content and skills to be studied in that subject that half term. This will be followed in both scenarios: face to face and remote teaching.

Remote provision

In the event of part or all of the school being closed, the school will move to a published 'remote' timetable. As far as possible this timetable will follow the programme that students have been given prior to closure.

This remote timetable will consist of the following:

- **'Live remote lessons'** – where a teacher is online at a set time to provide instruction in line with the scheme of work. Students must log in to the lesson at that time and follow the input from the teacher. This could be delivered on a class-by-class basis or to a bigger group of students as appropriate (for example if a teacher is unavailable). There is no expectation that teachers will present for the entire lesson but will be available to support students with their work. A typical lesson would begin with a presentation followed by the setting of a task and the teacher available for Q and A. Video recording of the teacher will not generally be used for these lessons. In some circumstances staff may use a camera, for example in a PE or drama lesson it may be necessary to demonstrate work. Student cameras are enabled only if necessary.
- **'Assignments'** – these are tasks (which may be an extended piece of writing, a small project, a series of questions, including from an exam) which students must complete and submit via Teams.

Where an individual student, or a small group are at home

If individuals or small groups have to stay at home the provision is more complex, as their lessons will be taught in classrooms and their teachers therefore not available to concentrate on remote teaching. The lessons will be delivered through Teams concurrently with the teacher delivering to the rest of the class.

Assignments will be set by the timetabled teacher, within Teams for that group. 'Live lesson' teachers will also set tasks connected to the work presented, and support students with the work set by their subject teachers.

Assessment

The school will try to adhere to the published assessment calendar in the event of students working from home.

In those weeks, the Assignment set on Teams will be an assessment which is marked fully – with a score and a formative comments.

Student who are studying BTEC or similar vocational awards will complete assessments in line with the syllabus of the course they are studying and mark schemes and grades will reflect this.

Appendices

Acceptable use of the Virtual Learning Platform and Cloud based storage (Office 365)

Ernest Bevin Academy has selected Microsoft Office 365 to provide cloud-based collaboration and storage tools for our whole school community. Any actively enrolled student or currently employed staff are eligible to use the Microsoft Office 365 tools offered by the school. The following software/functions are available:

- Students will be able to use key Office programs such as Word, Excel and PowerPoint from any device;
- Students will be able to collaborate with each other live;
- Students will be able to access their school documents from any device.

Staff members eligible for Microsoft 365 may download and install the latest version of Microsoft Office for PC or MAC. Mobile devices can be included. This software may be used for educational, or personal use as long as the staff member is employed by the school.

Office Online – Students and staff members eligible for Office 365 may use web-based versions of Microsoft Word, Excel, and PowerPoint on any devices any platform web browser.

OneDrive – Students and staff members eligible for Microsoft Office 365 have access to one terabyte of cloud-based storage. This storage is provided and managed by Microsoft. Files and folders stored on OneDrive may be shared with other students, and staff members.

Students

Virtual / remote learning requires teachers and students to adapt to online platforms but high expectations of behaviour will remain.

Virtual Learning and using Microsoft Teams

- Students are unable/may not attempt to chat or set up private groups between each other on Microsoft Teams (this feature has been disabled);

- Students are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
- Students are unable/may not attempt to turn video sharing (webcam) on when joining session (this feature has been disabled);
- Students are strictly forbidden to record and or share still images, video or audio recordings of staff or other students without permission.
- Students should think carefully about what acceptable language is with regards to what they type and post.
- Students should leave themselves muted during an audio lesson and use the hand up feature to indicate they have a question.
- Students should only unmute themselves when directed by the teacher.
- Students must leave the lesson once instructed to do when using audio chat. The teacher must be the last person in the meeting to hang up (must end session).
- Students must not attempt to re-join an audio chat once it has ended.
- Students must leave the team at the end of the session once it has ended.
- Students who DO NOT adhere to the behaviour expectation maybe removed from the online session and will be referred to the HOY to take appropriate action.
- Students must not share and/or interfere with another student's work without their permission. There is an exception that students will engage in online collaborative work when requested by their teacher, but they must follow the teacher's instruction carefully.
- Students must adhere to the usual standards of honesty and be careful not to plagiarise work.
- Students are expected to take reasonable steps to complete learning tasks set on Teams in the timescales set by teachers.
- Students are expected to engage in lessons in appropriate learning environment (no background music, not interacting with other functions on computer);
- Students must comply with all current policies including Pupil and Parent Privacy notice, Acceptable Use of Computer and Copyright.
- Students must ensure they use the school email in an acceptable way.
- Students must not use the school email for personal use.
- Students must not use the school email to send/forward chain mails.
- Students must not store images, text or materials that are considered indecent, inappropriate, discriminatory, offensive, abusive, obscene or illegal.
- Students must not share their logins and must not access another student's account.
- Students must not link personal email account(s) with their school Microsoft account and will not use it to contact staff members at the school.
- Students must report any suspicious emails/content to a member of staff immediately.
- Students are aware that all school devices are logged and monitored.
- Students are aware that all activities on Microsoft Office 365 including Teams and

emails are logged and monitored.

- Students are aware not to share any personal details on this platform with anyone.

Staff Members

Regarding access, all staff will make determined efforts to access the internet so that distance teaching is possible.

Virtual Learning and using Microsoft Teams

The definitions above from Microsoft.

- A new Team should be created when there is a unique group of people to collaborate **over a sustained period of time**.
- A Group chat is recommended for **shorter term collaboration** requirements.
- Where a group of people already exist together in an existing Team site it is recommended to setup a new channel within the said existing Team.
- Two roles within a Team – Owner and Members. By default, the user who creates a Team is the owner;
- Three types of team members – Member, Guest and External.

Owners – a Team can have from 1 to 100 owners however Microsoft recommends having few owners per Team to help make the Team manageable. 10 members in the Team, minimum of 2 owners are recommended. If a person leaves the organisation who is an owner of an existing Team, they are responsible for delegating another suitable owner.

- The owner is responsible for content/data within that Team and is in compliance with the school's privacy notices.
- The owner is responsible for setting an expiration date as such information is available or deleting the Team when it is no longer required.
- The owner is responsible for adding and removing members, guests, and externals.
- The owner is responsible for transferring data from an inactive/deleted Team which is still required.
- The owner is responsible for ensuring appropriate use of apps and connectors within the Team.
- The owner is responsible for ensuring chats within Teams are used in an appropriate manner and follow acceptable use policy.
- The owner is responsible for vetting guest and external user(s) before adding them to the Team.
- The owner is able to rename or delete the Team.
- The owner is able to add or remove channels.

Members –

- The member is responsible for ensuring appropriate use of apps and connectors within the Team.
- The member is responsible for ensuring data and information shared on a Team is in compliance with the school's privacy notices.
- The member is responsible for ensuring use of chats is in an appropriate manner and follow acceptable use policy.
- The member is able to add, rename and remove channels (given permission).

Guests and Externals –

- Guest and external users are responsible for ensuring data and information shared on a Team is in compliance with the school's privacy notices.
- Guest and external users are responsible for ensuring their use of chats is in an appropriate manner and follow acceptable use policy.
- We do not take responsibility for any misuse action by guests and external users.
- Only the owner of the Team can add guests and external users to a Team.

Team Naming Convention – a Team name can be anything, however the description field should indicate the purpose of the Team and owners.

Team types - a team type to collaborate in Microsoft Teams. Help available via:

<https://support.office.com/en-us/article/choose-a-team-type-to-collaborate-in-microsoft-teams-0a971053-d640-4555-9fd7-f785c2b99e67>

Team maintenance – The default policy is that owners should be deleting the Team when it is no longer required. As administrators, EBANS will be monitoring inactive Teams and the owner of any inactive Team will be identified and contacted to confirm deletion. If no response has been received from the owner, EBANS will delete the Team after 30 days from the notice date. Team deletion includes Team site and data within that site. Deletion is permanent.

Team apps – The default policy is that all third party apps are NOT allowed/disabled, however they can be enabled on request. All Microsoft apps are enabled. For student Teams, all apps are disabled except Microsoft apps. EBANS is not able to offer support for third party apps and funding is not available for any apps that require paid for subscriptions.

Limitation – Limits and specifications for Microsoft Teams are available at:

<https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams>

Using OneDrive (Student/Staff)

EBA offers students and staff OneDrive for Business which is a convenient cloud based storage system for work related files. Although OneDrive for Business is an endorsed cloud

file sharing solution for the campus, there are security practices that must be followed to ensure the service is being used properly:

- Store up to 1 TB of data in the cloud (Maximum Size);
- 2 GB maximum file size.
- Share files with other school Office 365 users.
- Create and edit Microsoft Office files in the cloud with Office web apps (Word, Excel, PowerPoint, OneNote);
- Access files using web browsers or mobile devices.
- Access files directly from Microsoft Office desktop applications.
- Synchronise local files with files in OneDrive document libraries (with appropriate client software installed);
- Do not sync files to a machine or device that is not issued and secured by the school.
- If accessing from home (personal) workstation:
 - Ensure virus/malware detection software is installed with the latest definitions.
 - Keep the operating system and software up to date at home workstation.
 - Password-protect the workstation or device and use idle-time screen saver passwords where possible.
- Do not store personal files in OneDrive.
- Use folders to share groups of files with others online.
- Share files with specific individuals, never with “everyone” or the “public”.
- Be careful when sending links to shared folders because they can often be forwarded to others who you did not provide access to.
- Remember that once a file is shared with someone and they download it to their device, they can share it with others.
- Remove individuals when they no longer require access to files or folders.

Special Considerations for all users regarding OneDrive.

Confidential Data – It is up to the individual to ensure they are abiding by GDPR standards when using the service. If in doubt the user should check policy guidelines before moving confidential data to OneDrive for Business. Highly sensitive files that do not need to be shared with people external to Ernest Bevin Academy should only be stored in OneDrive departmental shared folders or home folders. These folders should not be shared with external users. An employee’s files and folders stored in OneDrive are made unavailable immediately after employment ends for any reason. Staff members travelling or wanting access from home will exercise good judgement when deciding whether to access their data stored on OneDrive. Data should only be accessed from locations where the safety of data can be assured, where compliance with export control regulations can be assured and where a data breach does not put the school, its students or employees at risk. The privacy notices accompany this policy in full.

