

Protocol for Pupils and Parents in the Provision of Digital Learning

Home Learning

Any programme for home learning will be planned by teachers and will be appropriate for the age and stage of children and young people through a mixed delivery model which will include digital learning as well as other activities.

It is important that there is an agreed protocol in place with parents and children to ensure safeguarding is in place for staff and children/young people. If there is a breach of the protocol then appropriate action will be taken by the Education Authority this could include removal of the right of the child/young person to take part in any live lessons.

As part of the home learning provision, teachers may use live face-to-face lessons to children and young people who are in their home. This will only be done using the Microsoft Team Meetings. These can be accessed via Glow or the Microsoft Teams App on the Inspire iPad.

Live face to face learning using Teams audio and/or video will only be used where the school and teacher feels it would be beneficial to enhance learning and teaching. It is acknowledged that it can be challenging for families and so there will be some flexibility required.

Teachers may also pre-record teaching through a variety of presentations which may have a voice over or annotation that they may have gone through live with a class. These pre-recorded videos will be available for children and young people to view in Teams or on YouTube.

The following protocol must be observed in order to ensure safeguarding:

Pupils should:

- only contact staff through Microsoft Teams, Satchel One (Show My Homework) or through a glow email address
- follow expectations during a live lesson which are:
 - Try to find a quiet place to work in the home. This should preferably not be a bedroom;
 - Ensure you are appropriately dressed during any 'live' lessons;
 - Be on time;
 - The microphone should be muted throughout lesson unless instructed otherwise by the teachers;
 - Engage and interact with the lesson as directed by your teacher such as using audio, video, chat or the 'raise hand' function
 - Complete work set for the class by the teacher or seek help during the allocated support time;
 - Do not take pictures or screenshots during live lessons (lesson content will be shared);
 - Do not record a 'live' lesson.
 - Normal school expectations of behaviour apply

Parents should:

- encourage their children and young people to talk about and share their learning at home;
- not get involved in the live lesson, but please talk to your child about them afterwards and encourage them to take part;
- contact the school office if there are questions or concerns please;
- not take pictures or screenshots during live lessons (lesson content will be shared);
- not record a live lesson.

At times, staff may choose to respond to messages, approve work, etc. outwith normal working hours. However, this should not be expected. Engagement with online learning will be monitored by the school on a weekly basis and support provided by the school.