Perth Academy Learner Devices and Learning Online Policy updated May 2020

This policy outlines expectations and protocols for users involved in using devices at school, both within and outwith the classroom and participating in online learning.

Use of phones and devices on school premises outwith class time
Learners may use their mobile devices during breaks, lunchtimes, after and before school to listen to music or to access the internet. Wi-Fi access is provided for all users provided they have signed and follow the PKC Wi-Fi Acceptable Use Policy.

Headphones
Learners should not wear headphones in their ears (whether music is playing or not) in the corridor between classes, this does not include during break, lunch and before and after school but includes **all other times**. This prevents issues on entry to each class and positively promotes appropriate social interaction between members of the school community.

Social Media
Learners involved in incidents where they have been found to have misused social media or text messaging to the detriment of another pupil, pupils, staff or the school can expect this to be addressed. Pupils are expected to act with sensitivity and respect for other members of the learning community whether during school time or not. Where issues are deemed to be cyberbullying staff may recommend parents/carers contact the Police. Staff using social media accounts such as Twitter and Instagram for school purposes should note that permission from PKC is required to open such an account. Information and guidelines can be found here

Photography/Filming
Apps, voice recorders or camera functions on mobile devices should not be used to film, photograph or record any other member of the school community without their permission. This includes in the grounds and in the wider school community, for example, travelling to and from school. Failure to follow this advice will result in consequences and possible sanctions for the individual(s) involved.

Online Safety
There are excellent resources produced by CEOP for parents and learners for all age categories. This can be found here. Pupils are advised never to share access to devices or account details with anyone else and not to share or circulate indecent and inappropriate images as this can lead to prosecution. It is illegal to take, possess or share 'indecent images' of anyone under 18 even if you're the person in the picture.

Use of learner devices in classes

Pupils do not have and should not be given general permission to use mobile devices in a classroom setting.

Pupils may be given specific permission by members of staff to use their mobile devices in class for research, class work or to listen to music. If this is the case pupils will be given clear instructions about this by the teacher on **each occasion.**

Pupils should not assume it is acceptable to use their phones in any class without having gained permission for that period, even if they have used them in the past in the same room or with the same teacher. If mobile phone use in a class is a regular occurrence, for example in a Higher class or a Senior Study class it is still expected that pupils will not automatically start using their phones until permission is given by the member of staff at the start of each period.

Pupils should not wear headphones in their ears in class (whether music is playing or not) unless given permission by the teacher.

Pupils are required to leave their phone in their bag/jacket in the classroom if they go to the toilet during class time.

Phones should not be used to check the time, make notes/ enter homework or use as a calculator unless specific permission is given by the teacher.

Pupils persistently using their phones in class without permission or using devices inappropriately will be issued with a clear warning and then a sanction will be issued should further intervention be required.

Staff should not confiscate or keep pupils' phones or devices.

Should there be a serious issue which escalates from a mobile phone issue this will be dealt with as per the school Effective Learning Climate policy.

Use of devices in school and on the PKC Wi-Fi network

- The use of all electronic devices is subject to the Effective Learning Climate policy across the school. Pupils who do not follow this agreement will be disciplined in line with the school's positive behaviour/discipline policy.
- The use of PKC Wi-Fi is subject to users signing the acceptable use policy (AUP). Learners are asked to complete and return this annually as part of the data capture process. No learner should use the PKC Wi-Fi unless they have signed an AUP for the current academic session.
- Pupils are not permitted to charge their own devices on school premises as per PKC Health & Safety regulations.
- No member of the school community should be filmed, recorded or photographed without their permission. A copy of the list of parents who have withheld consent for their child's photo to be used is held in the J Drive under 'non-permissions'. Pupils can give their own consent for their photo to be used however, from the age of 12.

Online Learning Protocols

Safeguarding Protocols for Virtual Teaching and Online Learning

1. Expectations of Learners
2. Communication through Microsoft Teams via GLOW
3. Live sessions via Teams in GLOW
4. Other methods of online teaching delivery
5. Parents/Carers

1. General expectations of learners in Perth Academy Online

In line with our school values, all members of the learning community are expected to behave respectfully in the online learning community. All learners are expected to engage daily with school work, as outlined in communications from the school. If participants are unable to engage and submit work issued by teachers, parents/carers should communicate this to the school via the office email account perthacademy@pkc.gov.uk
The school is tracking online learner engagement and will regularly seek the views of learners and parents to work in partnership to improve the learning offer. Support for Pupils staff will follow up and offer support to learners who are not engaging to ensure safeguarding and to address any barriers to learning.

It is recommended that young people complete school work on either a tablet or laptop. Devices are available from the school.

2. Communication through Microsoft Teams

This is the platform the school has chosen for teachers and learners to communicate, assign and return school work. To ensure a consistency of approach, Teams will follow these guidelines:

- All Teams should be set up in the same way.
- The class Team should be named as follows: subject, level if appropriate/Class, Teacher and academic session e.g. *Mathematics, National 5, Mr Oliphant, 2020/21*
- The department may wish to use or create a specific avatar or set of avatars to give department classes a clear identity
- The general channel should be set up for one-way teacher communication only and an additional channel to facilitate class dialogue. Additional channels may be added at the teacher's discretion, for example to discuss a specific element of a course.
- Teachers will provide details on how pupils can ask questions. This should be either by providing a timeslot they will unmute the communication channel or by providing their email address (we need to provide flexibility as some staff have children at home too).
- Work will be issued by teachers through the assignments tab (or in some subjects via class notebook. Please note that if a teacher is using class notebook, they will provide detailed information to pupils as to how this will be used).
- When announcements are posted staff will attach the Team name using the tag function e.g. @HigherPE to create a notification for all members in the Team. The posting of assignments automatically generates a notification. Users can personalise their preferences for notifications and we would remind users to consider carefully the time

of day notifications are generated, for example notifications arriving during the night could potentially disturb members of a household.

- Teachers will add clear instructions about the task, how long (approx.) it should take to complete, the submission date and how support can be accessed if required.
- Learners are strongly encouraged to use academic English in comments to teachers (complete sentences, punctuation and correct spelling. The occasional use of appropriate emojis/GIFs is permitted if staff have made this function available).
- Pupils should not as a rule post work in communication channels but rather submit via the assignment tab. When participating in shared work learners should not make comments about or towards other learners or learners' work; learners should only comment on their own work, reply to questions posed by teachers, contribute to a conversation started by the teacher or write a question they would like to ask. Keeping dialogue appropriate to a classroom setting.
- Pupils' status messages and profile pictures must be appropriate and in keeping with the school values.
- Learners should not under any circumstances video, record or photograph staff or other users without their permission.

Inappropriate comments or posts may result in sanctions such as:

1. Comments removed and warnings given by class teacher
2. Referral to Principal Teacher (if warnings repeatedly ignored or comments or are deemed serious in nature and requiring further action)
3. Referral to Guidance staff for communication with parents
4. Temporary suspension of GLOW account or formal exclusion from school

Teachers are given responsibility for monitoring dialogue in their class Teams and have autonomy to mute and unmute students as desired, ensuring safeguarding of all when the member of staff is not online.

3. Live Lessons/Streaming

Live lessons can be a useful and rewarding way of allowing students to interact, ask questions about their work and talk to their teachers directly. If a teacher chooses to facilitate a live session it is essential that all users follow our live lesson guidelines.

All live lessons must take place via GLOW. In Perth Academy this should be via Teams. The use of external platforms such as Zoom and What's App are not currently permitted in PKC schools.

Teachers have a choice of providing video and audio or just audio. Pupils can only participate through audio. Teachers may choose to offer several small group tutorials or drop-ins rather than a whole class interaction to ensure good order and effective participation.

- Learners should set microphones to mute and only unmute when asked to do so by their teacher
- Learners can signal they have a question by using the 'hands up' function
- Learners must follow the same behaviour expectations for speaking during a live lesson as in a Perth Academy classroom and must stay on the topic of the work

If video is enabled by the teacher learners and parents/carers can expect the following:

- Staff, if or when in view, will be in appropriate clothing and have a neutral and appropriate background, Microsoft Teams has a function to blur the background on some devices, this option will be used where available.
- Staff will not communicate via video with an individual pupil at any time. This is to safeguard both staff and learners. Staff may communicate on an individual basis to support learners however this will be via audio only.

4. Other methods of online teaching delivery

There are many different approaches to online learning other than written only or live streaming. Teachers may use a wide variety of mediums to provide learning for students. Some examples are: creating a pre-recorded video and sharing this via a YouTube link, a flipped learning approach where pupils are given all the reading and resources and then have a discussion and are asked to 'teach' the content, a PowerPoint or pre-recorded video with audio which may be shared via a link to YouTube, watching real world examples/documentaries and writing about it (this is not an exhaustive list).

YouTube

If using YouTube to share videos the account used should be registered to a PKC or GLOW email address and the account should only be used for school materials. Staff should not use personal YouTube accounts to publish school videos. Care should be taken to ensure that such videos are protected by posting them as 'unlisted' and that the ability to post comments on videos is disabled. Instructions how to ensure the settings are correct can be found here

If using a third-party application, staff are reminded that if the sharing of any personal information such as pupil names/email addresses is required, then a Data Protection Impact Assessment (DPIA) must be undertaken and submitted to PKC. It is possible to check whether a third-party app has been approved by contacting dataprotection@pkc.gov.uk

5. Protocol for Parents/Carers

As a school, Perth Academy continues to strive to work in partnership with parents. We wish to encourage parents to ask to look over their child's work and take an active interest in looking at and sharing in their child's learning. It is appreciated that for some parents in the current circumstances or learning at home, this may be challenging for various reasons.

Parents and carers are reminded that GLOW is for pupil and staff use only. Pupils should not share their GLOW login details and parents should not log in using their child's account details or communicate with staff directly via GLOW/Teams. Parents wishing to communicate with staff should do so via the school email account perthacademy@pkc,gov.uk

Please note that it is the school policy (as previously) that Guidance/Support for Pupils staff are the first point of contact for parents/carers.
Although some staff will, on occasion, communicate with parents via email this is not an expectation we have of our staff, their focus must continue to be on learning and teaching. Our support for Pupils team are always happy to help.

As always, should any users or parents/carers have any queries or concerns at any time about any aspect of online learning they should communicate with the school by email perthacademy@pkc,gov.uk

These protocols will be reviewed as and when arrangements for school provision are altered.