




## **Distance Learning Policy**

### **(E-Safety, Safeguarding and Health & Safety)**

This policy has been produced for GEMS FirstPoint School, when 'The School' is referred to in this policy it is solely GEMS FirstPoint School that is being referred to.

Last Review	November 2023
Next Review	November 2024



In certain situations, such as during 'rain days' it may be necessary for GEMS FirstPoint School to conduct Distance Learning with students. As such the School will retain a duty of care to ensure we maintain the capacity to conduct distance learning with students. Based upon accepted best practice across regional and international schools, GEMS FirstPoint School has designed the following guidelines to safeguard both staff and students. This will also ensure that students get the best possible distance learning experience to allow them to continue with their education in the event that they are unable to attend school in person.

## Student Responsibilities

- Students are expected to follow the same conduct expectations as detailed in the School's Behaviour for Learning Policy and Safeguarding Policy
- Online communication with other students and teachers should be respectful
- Students will complete and upload all work and assignments set by the due deadline or will arrange an extension for the work
- Students will ensure they watch any pre-recorded asynchronous content set by teachers, and attend any live webinars/lessons prior to attempting set tasks if these have been assigned
- Students will not under any circumstances record any audio or video or take photos of classmates or teachers during live sessions. This includes any screen grabbing, recording and imaging of pre-recorded content sent by teachers and/or students without explicit permission
- Students will not share their passwords with others and students will not access anyone else's digital accounts
- Students should not browse, download, upload or forward material that is offensive or illegal
- Students will be fully engaged and involved in online lessons as they would be for a normal lesson
- Students should be dressed appropriately during online sessions
- Students should be aware all School applications used to facilitate distance learning will be proactively monitored by the School
- Students should only use applications chosen and approved by the school to engage in distance learning
- Students should be proactive in taking steps to ensure that their own wellbeing is not negatively impacted during distance learning. Students should take regular screen breaks and maintain a healthy daily routine; this includes regular sleep patterns
- Students should not use private chat functions with other students outside of official school monitored applications. The school cannot be held responsible for conduct, contact and communication in unsanctioned applications



## Parental Responsibilities

- Parents are responsible for reinforcing the student responsibilities highlighted in this policy
- Parents should be aware that “Live Learning” lessons are for focusing on a particular topic or subject chosen by teachers. It is not appropriate to raise concerns or ask questions not related to this lesson via a live learning session. This should be done separately, without interrupting learning, through an accepted method such as email
- Adequate monitoring of students while working online is required. Students should (where possible) be working in a public place in the house, with parental supervision being as proactive as is possible, and appropriate to the age of the student
- Parents should ensure that students are following guidance for attending live lessons on time and are appropriately dressed
- Parents should ensure that during extended distance learning that students are keeping a healthy daily routine and sleeping patterns
- Parents/Guardians of younger children in EYFS-KS1 may also need to be more hands on during ‘Live Learning’ sessions (where possible), and should support students with muting their microphone and turning off video feeds when requested to do so
- Parents will need to ensure that students have adequate internet access and an appropriate device to engage in online distance learning
- Parents should take an interest and be aware of any platforms students use. They should also discuss with students who they are talking to online and monitor this proactively. Any concerns can be raised via the [safeguarding\\_fps@gemsedu.com](mailto:safeguarding_fps@gemsedu.com) email
- Parents are reminded that most social media platforms have a minimum age of 13. They should also be aware of the age appropriateness of video games and other digital content accessed by their children
- Parents are to be aware the School will only ask students to conduct distance learning through a limited number of online applications, details of which will be clearly communicated
- Parents should model positive digital citizenship while using online platforms to students. This includes how they communicate on School based digital platforms to teachers
- Parents will be aware that Teachers only respond to communication during the working day. There is an understanding that teachers will do their best to reply within 24 hours where possible
- Parents should be aware that live sessions are recorded for school safeguarding purposes and to allow for lessons to be shared with those unable to attend