

RIVERSDALE PRIMARY SCHOOL

Virtual Learning Environment Policy

Date:

Review Date:

Signed: _____ (Governor)

Signed: _____ (Headteacher)



WHAT IS E-LEARNING/REMOTE LEARNING?

This is learning that is made possible and supported through the use of Information and Communications Technology (ICT) in school and at home. Whatever the technology being used by the individual, be this a desktop computer, laptop, tablet or internet enabled phone, it is undoubtedly becoming an integral aspect of a child's educational journey. Schools involved in remote learning will use a combination of synchronous and asynchronous learning which can be delivered entirely online, to support life-long-learning for families. In addition, this model can be applied to in-school learning where the methodology is appropriate/applicable.

Although we encourage online learning, we recognise that it is not every family that is able to manage this. We endeavour to find laptops and iPads to lend families, but at times there are other restrictions in families lives that mean online learning is not possible and they will be supported in other forms of learning. No family must be made to feel pressurised into a system that is not possible for them.

WHAT IS A VLE AND HOW DOES THIS WORK?

A VLE is a Virtual Learning Environment, and these come in many different guises. At their core, they allow teachers to set home learning assignments, share resources, and pose questions, whilst children have the ability to interact with these, submitting work produced and receive support/feedback where applicable.

Riversdale Primary School has been a *Google for Education* school since 2017, however in light of recent global events, we have extended our usage to include the *Google Classroom* facility which will act as our VLE. The advantage of online learning through this platform is that it can be accessed from any internet enabled device in the world, allowing us to reach as many of our school community as possible.

To access the system, children use a Gmail login. When logging in for the first time, children will be asked if they are a student or a staff member. In order to ensure high levels of safety, all members of the community are set as students in the first instance and must be verified as staff members by a member of the school's Google Admin Team (Steven Sousa and Andrew King). Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child. We take advice on these settings from external agencies and directly from Google. It is important to note that if a child were to select the "staff member" option, they would remain as a student, but a notification will be sent to Steven Sousa to inform him that this has happened.

Once a child has selected "student," they will be given the opportunity to insert a class code to allow access to their virtual classroom. These codes are personalised to each room and will be provided by the school. Google Classrooms cannot be accessed with external email accounts, only by those within @riversdaleschool.org.uk - the school's Google domain. This is another safeguarding feature. Moreover, the facility to invite people outside of the school domain has been disabled and will remain as such.

WHAT ABOUT MY CHILD'S PERSONAL INFORMATION?

Google requires only basic information to set up these accounts including your child's name and enrolment year. Google may also collect a profile photo added to the G Suite for Education account, but the school will not support the upload of personal photos of children. Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You can also view Google's Privacy Policy for "GSuite" here: <https://policies.google.com/privacy/update>.

WILL GOOGLE DISCLOSE MY CHILD'S PERSONAL INFORMATION?

Google will not share personal information with companies, organisations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organisations or individuals outside of Google when it has parents' consent which may be obtained through G Suite for Education schools - including Riversdale Primary School. We would contact parents directly if Google asked for any examples of children's work etc.
- With Riversdale Primary School G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organisations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Should you have any queries or concerns regarding this, please contact the school on info@riversdale.wandsworth.sch.uk where someone will be able to assist. Rest assured, Google for Education remains closed to external sources and so your child and their information remains safe.

WHICH FEATURES CAN CHILDREN ACCESS/NOT ACCESS?

Google for Education provides a wide range of features for schools to utilise, broadening the scope of eLearning/remote learning. However, the safeguarding of our community is of the utmost importance and so a number of these features have been disabled, thereby allowing staff and Google Admin Team to safely monitor children's activities.

Children Can Access:

- **Google Classroom** – pupils are able to view assignments set by their class teacher and pose questions/ask for support either from their peers in the class “stream” or of the staff in the private comments section related to a specific task. It is important to note that although they are called private comments, these remain private from other students, but all staff assigned to a classroom can view these. Each classroom has a minimum of two staff assigned, to both safeguard the children and the staff.
- **Google Docs/Sheets/Slides** – as many pupils may not have access to software such as the Office 365 suite, we have enabled these applications thus allowing pupils to produce work from home. These function online (laptops/desktops) or through free apps which can be downloaded (portable devices) and so there is no need for pupils to download additional software to their devices.
- **Google Meet** - Pupils have been given access to the Google Meet function. These will be used where it is deemed necessary/appropriate for teachers to deliver live lessons, thereby providing synchronous learning opportunities. These Google Meets will be carefully monitored with strict safeguarding protocols in place. Google Meets are protected so that only members of the Riversdale Domain can access them. Pupils will have access to one Google Meet code, through the Google Classroom, which can not be accessed by pupils until a member of staff is present. In

addition, Google Meets are recorded to allow pupils that are not able to attend at the designated time to access the learning at a later time/date. These recordings will also support the school in providing evidence that staff are following safeguarding procedures should evidence be required.

Children Can Not Access:

- **Gmail** – all interactions between the children and staff must take place in an open forum to maintain high levels of safeguarding. Therefore, all pupil access to Gmail has been disabled. Although logins for the Google Classroom appear as emails, these will not function as such.
- **Google Chat** – see above.
- **Google Groups** – see above.
- **Google Sites** – Google allows pupils to develop websites that use the riversdaleschool.org.uk domain as a base. This facility has been blocked to safeguard the school and ensure that no inappropriate material is ever shared in conjunction with the school domain. Where children will require its use for Computing, the settings will be changed for that specific class and careful monitoring will take place.
- **Google Contacts** – It is within Riversdale policies that staff do not share their work or personal email addresses with pupils or parents/carers unless this has been sanctioned by the headteacher. In order to ensure that this remains possible, children have had access to Google Contacts and the Google Email/User Directory disabled. Whilst this remains the case, pupils cannot find staff or other pupils' contact information.

EXPECTATIONS:

Staff:

- **Set between 3-5 hours worth of work (as per DfE guidance) for pupils to access and complete.** The school does so with the understanding that not all pupils will have consistent access to the internet or may be sharing devices with parents/carers/siblings and are therefore unable to complete work within a given time frame.
- **Provide one hour of live teaching each day through Google Meet.** These should be recorded and uploaded to the Google Classroom, clearly labelled with the subject and date. This allows pupils to access lessons at a later time, where necessary. As a two form entry school, this provides each child with two live lessons per day.
- **Monitor live lesson chats** to ensure that it is relevant to the lesson and to safeguard pupils at all times. It is an expectation that all lessons have two staff members present: one to deliver and one to monitor the chat.
- **Set work that does not require printing** as some families may not have access to a printer or paper/ink. Staff should use the Google suite as a basis so that work can be completed online.
- **Respond to notifications sent via the Google Classroom within 24 hours** to ensure that children are receiving support where needed. Staff are only expected to respond during the work day.
- **Work submitted will be acknowledged and marked by a member of the year group bubble.** This could be a teacher or a TA. Marking should reflect the schools Marking and Feedback policy where possible.
- **Communicate in a kind/considered tone**, particularly in reflection of current global events and children's wellbeing.
- Provide opportunities for children to undertake a range of activities that reflect a **broad and balanced curriculum**. Whatever would be taught in class should be delivered remotely (as per DfE guidance).
- Provide a **blend of synchronous and asynchronous learning** opportunities as needed by the pupils.
- **Monitor children's comments on the stream**, ensuring what is shared reflects the school's values/ethos.

- *ZOOM: As Zoom has proven examples of hacking, we will not encourage Zoom meetings to take place. Therefore, staff must delete/remove reference to Zoom meetings in their Google Classroom Streams.*

Pupils:

- Pupils should do their best to engage in the learning opportunities provided by their teachers.
- When attending live lessons, pupils should follow the instructions of the teacher delivering.
- Pupils should keep microphones off when they are not contributing to ensure that focus can be placed on the person speaking at all times.
- Pupils should keep conversation in the meeting chat relevant to the lesson. This chat will be monitored by a teacher or TA at all times.
- Pupils will follow school policies for appropriate use when using internet based services like Web 2.0 applications & Google Apps. These services are considered an extension of the school's network.
- Pupils have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement, whether they access these in school or at home.
- Pupils are responsible for their own behaviour at all times.
- Pupils are expected to only comment in the Google Classroom Stream questions or statements that are relevant to schoolwork or learning. They will not be able to post their own items.

Parents/Carers:

- The Student Acceptable Use Agreement will be enforced by parents/carers.
- School staff will monitor pupil use of applications when students are at school as well as remote posting in the Google Classroom. Parents are responsible for monitoring their child's use of applications when accessing programs from home; the school cannot take responsibility for home Internet access and its setup.
- Parents are welcome to visit the school's Online Safety page (<http://www.riversdaleschool.org.uk/online-safety>) for suggestions and tips regarding best practice for remote learning.