



## Digital Learning Safety Policy: Staff

To help support staff deliver digital learning across the school, Dalziel High School will use Microsoft Teams. This is a free Virtual Learning Environment and will be used by all subjects. It can be accessed by logging in to the Microsoft Teams app or a web browser. Staff might choose to share resources, set homework and give feedback via Teams as a Digital Learning Platform (DLP).

The following guidelines will ensure staff safety when using digital learning and will assist with responsible use of this technology:

### 1: Main Points

- 1.1 *It is important to teach pupils about the underpinning knowledge and behaviours that can help pupils to navigate the online world safely and confidently regardless of the device, platform or app. Staff can refer to the "Digital Learning Contract: Pupils" for specific rules and guidance provided to all pupils in Dalziel High School. This school contract establishes expectations and protocols and can be used as a point of reference.*
- 1.2 *Schools also need an understanding of the risks that exist online so they can tailor their teaching and support to the specific needs of their pupils.*
- 1.3 *When planning a digital platform task/homework/assignment, there are a number of areas recommended that staff consider, for example how to support vulnerable pupils (**see policy point 3**).*
- 1.4 *Staff should be supported to be equipped with the knowledge needed to make the best use of the internet and technology in a safe, considered and balanced way, so that pupils are able to reap the benefits of the online world.*



## **2: Professional Safeguarding**

- 2.1 *For a detailed understanding of Professional Safeguarding, refer to the GTCS Professional Guidance on the Use of Electronic Communication and Social Media.*
- 2.2 *DLP's bring with it a new dimension and "feel" to learning and teaching, and this is particularly important when maintaining a professional relationship in an online environment.*
- 2.3 *A teacher should never share information with students in any environment that they would not willingly or appropriately share in a school or school-related setting or in the community.*
- 2.4 *Only use Microsoft Teams, an official school communication channel. Avoid where possible a direct conversation with pupils through a digital platform unless recognised (e.g. mail through glow, email, team post function etc.)*
- 2.5 *Be mindful of working hours, and ensure that where a request for information is received from a pupil you are aware of the working day and respond accordingly during the working day.*
- 2.6 *Do not discuss any pupil support or safeguarding concerns via DLP, and contact the relevant Safeguarding Co-coordinator if you have concerns about a particular individual.*

## **3: Vulnerable Pupils**

- 3.1 *Where you suspect a pupil may be unable to access a DLP out with school hours, pass this concern to the relevant staff member who will co-ordinate a solution.*
- 3.2 *Where a pupil is clearly unable to complete work at home until a solution is made available, endeavour to ensure they have appropriate materials and information to complete any assignments or homework manually to avoid any disruption of learning.*
- 3.3 *Where pupils express their concerns about other pupils' behaviour or conduct, refer this through the appropriate procedures as soon as possible.*



#### **4: Minimising Risk for Staff**

##### **As a teacher using a Digital Learning Platform, you should:**

- 4.1 *Always maintain a formal, courteous and professional tone in communicating with pupils and ensure that professional boundaries are maintained;*
- 4.2 *Only use official channels of communication e.g. Glow and work e-mail addresses and do not share URL or codes for your meeting publicly. Be aware of and comply with employer policies and guidance such as NLC Digital Learning and Teaching Guidance;*
- 4.3 *Do not exchange private text, phone numbers, personal e-mail addresses or photos of a personal nature with pupils;*
- 4.4 *Firmly decline student-initiated 'friend' requests from pupils and do not instigate any yourself. Use your own discretion when dealing with friend request from parents. It is acceptable to decline these invitations and remind parents of more formal channels which they can use to discuss their child's education;*
- 4.5 *Operate online in a way which would not call into question your position as a professional;*
- 4.6 *Realise that pupils will be naturally curious about your personal life outside school and may try to find out more about you;*
- 4.7 *Consider that conversations held online may not be private. Be aware of who may have access to the posts of DLP;*
- 4.8 *Respect pupils' privacy and confidentiality at all times;*
- 4.9 *Bring the matter to the attention of your employer using the proper procedures, if you are the victim of cyber bullying or uncomfortable with comments, photos or posts made by pupils of or about you;*
- 4.10 *Seek support and advice from senior members of staff if in doubt.*
- 4.11 *PTs must be made a manager in all departmental Teams to ensure access in case a staff member becomes ill and cannot access Teams. Please also discuss any plans for live lessons with your PT and follow NLC guidance.*



## **5: Posts, Assignments and Teams Etiquette**

### **As a teacher using Microsoft Teams, you should:**

- 5.1 *Use appropriate language and do not share anything which could be offensive;*
- 5.2 *Post only contributions which are relevant to the discussion topic or will provide information to pupils relevant to the curriculum;*
- 5.3 *Remember that your Channel posts will be visible to your class and so should not identify an individual in a detrimental manner*
- 5.4 *Try and provide feedback in a timely manner, being conscious of working hours and the working day. Teams keeps a record of submitted and non-submitted work;*
- 5.5 *Upload work which is easily read onscreen. If you are uploading a photograph of written work, make sure the room is well-lit and the photograph is as clear as possible;*
- 5.6 *Always consider your home-working environment when submitting recorded or photographed work – dress appropriately, thinking about professionalism and standards;*
- 5.7 *Ensure the location of photographed work is appropriate – try to use shared spaces and avoid recording in a personal space such as the bedroom. Try to record against a neutral background and protect your privacy by not including easily recognisable personal objects in recordings;*
- 5.8 *If delivering live lessons, try to ensure the environment which you use is not open for interpretation and is a neutral space free of easily recognisable personal items. Never screenshot or record content from Teams and never share Teams content with anyone else. Refer to NLC Digital Learning & Teaching Guidance when delivering live lessons. A contact for use with online classes can be found in the 'Live Virtual Lessons' section;*
- 5.9 *Always maintain an atmosphere of respect for all pupils in a DLP, and work in a way that allows each pupil to achieve their best and aim for the highest.*



## **6: Final Thoughts**

**Before posting materials on a Digital Learning Platform, stop and ask:**

- 6.1 *Might it reflect poorly on you, your school, your employer or the teaching profession?*
- 6.2 *Are you confident that the comment or other media in question, if accessed by others, (colleagues, parents etc.) would be considered reasonable and appropriate?*
- 6.3 *Is the posted material helpful, focussed around learning and well balanced to suit all individual needs?*