



OLCC Staff

Remote Learning Policy



- By using Office 365 and Teams staff understand and agree to the Online Safety and Acceptable Use Policies of Our Lady's Catholic College.
- Normal safeguarding protocol applies when using Office 365 and Teams . Any safeguarding concerns about a student that arises through use of Office 365 or Teams should be reported to the DSL or deputy DSL (JLX and DC) and logged on CPOMs.
- 'Live' lessons must **ALWAYS** be recorded – for safeguarding purposes.
- When using Teams for learning; staff should only communicate with students through Teams assignment feedback function.
- All communication should be professional in tone, content and adhere to the safeguarding policy and other relevant school policies.
- Staff should only respond to emails from students when it is sent from an Our Lady's email account. This is the responsibility of the member of staff who is replying to the email.
- Staff recording lessons should ensure that at no time, are they visible (other than where unavoidable and when this does not include their face – such as when using a visualiser).
- Staff should be mindful of background noise and ensure that only appropriate sounds are audible and therefore recorded.
- Lessons recorded by staff should only be uploaded to Microsoft Stream and only shared within the organisation. At no time should they be made public.
- All videos should **only** be stored Microsoft Steam and not on your personal device.
- When sharing video to Microsoft Stream, staff will ensure that it is only made available to the relevant student groups, rather than all students.
- Staff are welcome to pre-record lessons in school by arrangement.
- Any background image that can be seen at any time, should be always be appropriate. We advise that staff change or blur their background using the Teams background application.
- Staff should only be conducting 'live' lessons, based on the permission given by HS to do so. These lessons should take place as per timetable supplied by the school.
- Staff should be aware that any change to their Office 365 profile picture, will be visible to students within Teams.
- Staff should initially only set up Teams for their own lessons. Or lessons that they have been asked to create or requested permission to create from CPR or SS (*this will change when only SS is permitted to create Teams*)