



## East Dunbartonshire Council

### Protocol for Pupils and Parents in the Provision of Digital Learning as part of Remote Learning

The programme for remote learning will be planned by teachers and will be appropriate for the age and stage of the child. The remote learning programme will include digital learning as well as other activities. It is important that there is an agreed protocol in place with parents and pupils to ensure safeguarding is in place for staff and children. If there is a breach of the protocol by a child or a parent appropriate action will be taken by the Education Authority this could include removal of the right of the pupil to take part in any live lessons.

As part of remote learning provision, teachers may live stream lessons to pupils, who are at home. This will only be done using the Microsoft Team Meetings or Google Meet platforms. These can be accessed via Glow or the Microsoft Teams App. Livestreaming will only be used where the teacher feels this would be beneficial to enhance learning and teaching. It is acknowledged that it can be challenging for families and so there will be some flexibility required. Teachers may record teaching episodes through a Powerpoint presentations which we may have gone through live with a class. and these will be available for pupils to view in their Microsoft Team or Google Classroom. More information and support around the use of Microsoft Teams or Google Classroom can be found at <https://wakelet.com/@EDC>.

The following protocol must be strictly observed in order to ensure safeguarding:

#### **Pupils should:**

- only contact staff through Microsoft Teams, Google Classroom, Satchel One (Show My Homework) or through a glow email address given to them by their teacher.
- follow expectations during a live lesson which are:
  - try and find a quiet place to work;
  - ensure they are appropriately dressed during live lessons;
  - be on time;
  - the microphone should be muted throughout lesson unless instructed otherwise;
  - camera should be switched off unless instructed otherwise;
  - engage and interact with the lesson;
  - use the 'raise hand' function to ask a question or any alternative arrangement suggested by the teacher (e.g. typing 'Speak' in the Chat section);
  - complete work set for the class by the teacher or seek advice if they are unsure on how to complete a task.
- not take pictures or screenshots during live lessons (lesson content will be shared);
- not record the live lesson.

#### **Parents should:**

- encourage their children to talk about and share their learning at home ;
- not get involved in the live lesson, but please talk to your child about them afterwards and encourage them to take part;
- use existing methods of communicating with the school if there are questions or concerns using the school office and not teacher's Glow email addresses.



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At times, staff may choose to respond to messages, approve work, etc. outwith normal working hours. However, this should not be expected. Engagement with online learning will be monitored by the school on a weekly basis and support provided by the school.