

Department: Education and Children's Services		RISK ASSESSMENT	Aberdeenshire COUNCIL 
Process/Activity: Live Online Learning		Location: Staff and Pupil Homes	Date: 08-06-20
Describe activity: Interacting with Learners Online, including livestream video and audio sessions.			
Establishment Name and Location: Aberdeenshire Council		Review Date 30-06-20	

Hazard	Person/s Affected	Risk	Risk level before controls are in place (delete as appropriate)			Control Measures	Risk level after controls are in place (delete as appropriate)		
<u>1. Safeguarding</u> Any Child protection issues	Staff/pupils	Wellbeing of child or young person	LOW	MED	HIGH	Any issues relating to online Child Protection should be dealt with in the same way as for face-to-face teaching. All Child Protection issues must, in the first instance, be referred to the schools Child Protection Coordinator. This is usually the Head Teacher / Depute Head Teacher. The school's Quality Improvement Officer can be contacted if the Head Teacher is not available Aberdeenshire Council's <i>Protecting Children and Young People in Education Practice Guidelines</i> will be the reference point for all matters relating to Child Protection https://www.aberdeenshire.gov.uk/media/19531/book3-practice-guidelines.pdf	LOW	MED	HIGH
2. Online Communication between pupils and staff	Staff/pupils		LOW	MED	HIGH	Staff to only use their Glow email address for class/ pupil communication when engaging with Live Remote learning and teaching. Staff to only engage in remote learning and teaching through Glow.	LOW	MED	HIGH

3. Before engagement of any Live Remote Teaching: Agreement and Permissions			LOW	MED	HIGH	Staff, Pupils and parent/Carers must make sure all appropriate agreements are in place. See appendix 1 See ECS Remote Learning: Guidance, Tips and Resources: link to be added Pupils have already signed 'An Acceptable Use of ICT Agreement' at the beginning of their school year; this agreement still stands in the virtual learning environment. See Aberdeenshire ECS Acceptable Use Policy (see appendix, below)	LOW	MED	HIGH
4. Delivering Live Remote Teaching from a location other than your own home.			LOW	MED	HIGH	A further risk assessment with regard to the building you are intending to deliver from should be sought and completed. You will need to contact that establishment for the relative risk assessment.	LOW	MED	HIGH
5. Google Meet: Allowing learners to join video calls in Google Meet also gives access to a separate Chat facility via Google Hangouts.			LOW	MED	HIGH	This facility was removed on 15th June. Google Vault and audit logs can be checked as part of a retrospective investigation. Schools promote safe and responsible use of social media / digital platforms as part of their practice All pupils / parents sign-up to Acceptable Use Policy (see appendix, below)	LOW	MED	HIGH
6. Google Meet: External users may access Meets using a			LOW	MED	HIGH	There is no technical mitigation available for this. This has always been an option for staff using G Suite in Glow to allow collaboration with external peers and experts. If users are not signed in to a Google account and have not been invited through calendar then the staff member who initiated the Meet will need to accept the external join request.	LOW	MED	HIGH

join code created when the Meet is set up from Google Meet or Calendar.						Learners should not be included in any videos calls created using Google Meet (directly through Meet or as a Calendar invite) with a join code and urls should not be sent to them. Meet video calls can be created with a nickname (either directly through Meet or automatically if set up in Google Classroom Meets). Using nicknames means Meets cannot be used by anyone outside the tenancy, need a teacher to start the Meet before anyone else can join and will end as soon as the last person leaves. Therefore, using nicknames would mitigate risks around external users being on calls with learners with no staff present. Guidance is available in Appendix 3 for staff to advise that they should only create video calls with learners involved by using nicknamed Meets.			
7. Google Meet: Video calls created using Google Meet (directly through Meet or as a calendar invite) with a join code will remain open as they can be used as recurring events. These meetings can be accessed by anyone outside the tenancy although staff would have to accept their first join request. However, they can then re-join automatically.			LOW	MED	HIGH	As per 6, staff should only invite learners to Meets with nicknames. If this is not done then learners may be able to join an unmonitored video call at any time without approval or staff present and any external attendees previously admitted can re-join at any time. It is recommended that Google Classroom is used for this. Guidance is provided in Google Meet Staff Guide, which has been issued to schools.	LOW	MED	HIGH

Internal users (including learners) can join these at any time without being accepted by the member of staff who initiated the Meet or the member of staff being present.									
8. Google Meet A learner may join a video meet hosted in another G Suite tenancy while signed into their Glow G Suite account. This could be any business, education establishment or individual with a tenancy.			LOW	MED	HIGH	There is no technical mitigation available. The chat facility (5) enabled in Google Hangouts as part of the change to allow learners access to video is restricted to within the tenancy or whitelisted* domains (this only happens when Aberdeenshire Council has whitelists other local authorities) so this is mitigated by technical controls. *whitelisting is when ECS approves access to / from GSuite for other organisations.	LOW	MED	HIGH
9. Google Meet Recordings include the active speaker and anything that's presented.			LOW	MED	HIGH	Staff will not be permitted to record any remote learning interactions.	LOW	MED	HIGH
10. Google Meet Google are offering Google Meet to			LOW	MED	HIGH	This facility was removed on 15 th June. Google has added technical controls so that G Suite for Education users will not be able to join calls created by Google consumer accounts. When this	LOW	MED	HIGH

individual consumer Google account holders meaning anyone with a personal account can invite G Suite users to Meets. Google Meet was previously restricted to G Suite users. There is a risk that learners can join these Meets but only when signed into their Glow G Suite account.						change is applied, Glow G Suite users trying to join a consumer-initiated Meet, will see the error "No such meeting" even if the meeting exists.			
11. Microsoft Teams Meeting Learners may continue to join a meeting with only learners present if using web app.			Low	Med	High	Meeting organisers should use End Meeting and ensure all learners have left the meeting. Add a second staff member to a meeting with learners to help monitor participants and chat.	Low	Med	High
12. Microsoft Teams Meeting Older versions of mobile apps circumvent control around staff being required to unlock meeting			Low	Med	High	All users should be advised to keep their desktop/mobile apps up to date to ensure latest functionality We recommend advising young people to use the web app where possible in Glow as this will always be up to date.	Low	Med	High

13. Microsoft Teams Meeting Teams is an evergreen product and as a result functionality may change			Low	Med	High	Education Scotland will continue to monitor the capabilities around Teams Meetings and update Glow Customers	Low	Med	High
14. Microsoft Teams Meeting Recordings include the active speaker and anything that's presented.			Low	Med	High	This feature is currently not available withing Teams, but is in development, when it is made available Staff will NOT be permitted to record any remote learning interactions (See Hazard 13)	Low	Med	High
15. Microsoft Teams Meeting Teams users may join external meetings hosted outside of Glow. Video settings within Glow follow the user. By enabling student video learners would be able to engage in video calls hosted externally.			Low	Med	High	The meeting 'unlock' functionality now prevents learners joining external meetings –this is subject to final confirmation from Microsoft. (11/08/20) Learners are not currently able to access externally hosted meetings as a logged in Glow user. However, learners would be able to join external meetings as non-logged in users. External users are not permitted in Glow hosted Teams meetings.	Low	Med	High
16. Professional Integrity	Staff	Damage to Professional Reputation	LOW	MED	HIGH	<u>General Control Measures</u> Staff should be aware that anything posted online can be recorded, exported and shared on other online platforms. Protect your reputation by being positive about all learners, your school and employer.	LOW	MED	HIGH

		Maintaining GTCs Standards.				<i>"Your commitment to the professional values of integrity, trust and respect and social justice should be demonstrated in your online activity both at work and at home. Moreover, as teachers you have a responsibility to be positive role models to learners; exercising sound judgement and due care at all times when online and setting an example of good digital habits."</i> For further details regarding GTCs Guidelines for working online, see: http://www.gtc.org.uk/web/FILES/teacher-regulation/professional-guidance-e-comms-social-media.pdf Engaging Online, A guide for teachers (Endorsed by the Teaching Professional Associations of Scotland) Remote Learning Tips and Guidance – link to be added			
17. Behaviour Management	Staff / Learners	Inappropriate Comments Inappropriate Audio	LOW	MED	HIGH	<u>General Control Measures</u> There is more control over pre-recorded video instruction so think carefully about what value a live sessions add to the learning. If you need to go live: 1. Always initiate a meeting using a nickname (see 6) 2. Always be aware of your responsibility to pass on any Child Protection concern. 3. Display in your Digital Classroom and Remind learners of Etiquette Expectations. Some examples can be found here: https://bit.ly/2YnxtZE 4. Find a quiet space in your home, alert family, dress appropriately and select a neutral virtual background to stream or choose a customised background. 5. Make sure no personal data is on your screen before going live and only use glow email and platforms within Glow, Microsoft teams or Google Classroom. 6. If you have any concerns regarding pupil wellbeing or inappropriate behaviour during a VC, end the lesson and discuss with your line manager and / or (if there are child protection concerns) your child protection coordinator.	LOW	MED	HIGH

						7. Make sure you know how to mute learners and remove learners if you feel the etiquette code has been breached. Always END MEETING to ensure all learners are removed.			
						Reflect – have you gleaned any information from this interaction that should be passed on to your line manager for discussion?			

Appendix 1: Agreement for Remote Learning and Teaching

The teacher will:

- discuss roles and responsibilities with pupils at the outset of delivery;
- be punctual at the beginning and end of each lesson;
- set up a protocol for labelling of files for pupils;
- ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection;
- end the remote teaching experience immediately if they are feeling uncomfortable about any aspect of the experience. Follow-up with their line manager.

Pupils will have already signed 'An Acceptable Use of ICT Agreement' at the beginning of their school year and this agreement still stands in the virtual learning environment.

Pupil Expectations:

- only use their Glow email address for class communication;
- be punctual for all lessons;
- where required, access the files for each lesson on Glow in advance and have the materials to hand;
- make sure they have all power adaptors, laptops, screen connections ready before the lesson begins;
- submit all assignments on time in accordance to the agreed protocols;
- show respect for everyone in the online classroom;
- dress appropriately for all classes, thinking about modesty and respect for others;
- ensure the location they log in from is appropriate i.e. give consideration to background, camera angle, privacy etc.;
- seek to contribute to the class in a positive manner and not be disruptive at any time;
- leave the Google Meet / Teams VC if they are feeling uncomfortable;
- understand that no part of the 'live virtual lesson' will be recorded;
- understand and agree that no documentation stored for learning, whether it be assignments or materials shall be duplicated, copied or shared with anyone other than the pupil or school;
- **Do not** record or take pictures of any part of a livestream / video-conference lesson.

Appendix 2: Parent/ Carer permission to deliver remote teaching into the home.

Please note that lessons are not recorded. Children's Services requests that no attempt is made to record any online teaching by pupils or adults alike.

Pupils have already signed 'An Acceptable Use of ICT Agreement' at the beginning of their school year; this agreement still stands in the virtual learning environment.

Pupil's name

School

Class

I understand that no part of remote teaching and instrumental instruction can be recorded.

I understand and agree that no documentation stored for learning, whether it be assignments or materials shall be duplicated, can be copied or shared with anyone other than my child and his/her school.

I have read and will follow the Pupil Expectations

I give my consent to participate in livestreamed lessons, as part of online learning.

Name of Parent/Guardian

Signed

Date

Name of Pupil

Signature of Pupil

Media Permission

IT in Aberdeenshire Schools

school may produce or participate in work for web pages, IT presentations, video presentations, educational articles for magazines as well as its own twitter feed or other social media. The press may also publish or promote learning opportunities via articles, film or pictures. These materials are often used to show good practice and to celebrate a school's achievements. Materials are also made available to other members of the Glow intranet community in Aberdeenshire or nationally to other Scottish schools and their Glow guests.

We need permission from parents and carers to be able to publish children's work or record activities by camera or video camera. This permission will also cover your child's participation in video-conferences normally run within Glow. Sometimes these are recorded and made available for viewing within Glow.

Please be assured that the child's safety will always be of paramount importance and no personal information will be made public.

Please sign below if you are happy for your child to be included in these activities. (This permission can be changed at any time by contacting the Head Teacher.)

Parent's / Carer's signature

.....

Date

In Aberdeenshire schools we want to give our children and young people as rich a variety of learning opportunities as possible, including access to Information Technology (IT) and the wealth of information on the internet that can enrich classwork. Internet use in Aberdeenshire schools includes use of Glow, Scotland's safe and secure intranet for schools, and other Council-approved resources.

The ability to use IT efficiently and responsibly is a skill that will be of value throughout a learner's life. IT also allows a school to celebrate our learners' work by publishing it on the school website, blog, wiki and sometimes on the Aberdeenshire Council website.

The internet can harbour dangers and must be used responsibly to keep both our youngsters and the network itself safe.

You can find out more about providing your child with safer internet access at home at <https://www.thinkuknow.co.uk/parents/>
<http://www.internetmatters.org>

You can find out more IT in Education at <http://www.educationscotland.gov.uk/usingglowandict/>.

Please sign the attached form and return it to the school. If your child is in P4 or above, they should sign the learner section. Please keep this information section for future reference.



If you have any questions about this, please do not hesitate to contact the Head Teacher.

Internet Safety, Media Permission & Responsible Use of IT in Aberdeenshire Schools

Aberdeenshire
COUNCIL



These rules apply to all uses of the internet and to all information sent electronically, including text messages and pictures sent by mobile phones.

The IT equipment in school (computers and any other internet devices, including personal devices and mobile phones), is there to help with classwork and homework.

Used responsibly, exciting and interesting ways of locating and using resources can be found to aid learning.

Always follow these rules:

Be secure:

- I will keep logins and passwords to myself and not share them with anyone, even my friends
- If I have a concern about my password I will speak to my teacher who may change it.
- I will always log out when I leave the computer/device.
- I will not look at anyone else's files without their permission.

Be respectful:

- I will always be polite and will not use bad language.
- I will remember that anything I do can be traced back to me.
- I will not access, create, store or distribute files that could be thought of as offensive or indecent, or that harasses or insults others.

Be safe:

- I will not share my personal details (home address, phone number etc.) with other people.
- I will only send emails to people I know or my teacher knows.
- I will not put any personal information about other people into emails, onto the internet or Glow.

Be legal:

- I will only share materials I am allowed to via the internet or Glow.
- I will never photograph or video staff or other pupils without their knowledge and permission.
- I will never upload to the internet photographs or videos of others without their permission.
- I know that bullying or harassment by the use of text, multimedia messaging, emails, social networking or blog sites is unacceptable and may lead to very serious consequences.

Media Permission

IT in Aberdeenshire Schools

- I know that I should not copy materials or pictures from the internet and use them in my own work unless I have appropriate copyright permissions.

Be responsible:

- If I see or hear something that is wrong or that upsets me in emails, on the internet or Glow, I will tell an adult and/or use the Report Unsuitable Content button if it is on the screen.
- I will not try to use internet sites which have unsuitable content, including social networking sites.
- I will take good care of the IT equipment I use
- I understand that if I am irresponsible in my use of IT, the internet or Glow, my access in school may be removed.
- I understand that if I abuse the privilege, that staff may sometimes allow me, of using my own device or mobile phone in class, my device may be temporarily confiscated with proportionate sanctions, up to and including Police involvement.
- I understand the same sanctions will apply if I use my own device in class without permission.
- I am responsible for taking care of any personal device I bring to school.
- I understand that any device which I connect to the network e.g. a USB drive should not pose a threat to the network through its contents or through downloads.

Parent/Carer

As the parent or carer of (name of child and class)

I have read the rules for Responsible Computer and Internet Use and understand that these rules apply when my child is using IT (including both school and personal computers and devices) and the internet.

I have gone through the rules with my child and explained their importance and the consequences of breaking the rules, and ensured that they understand.

I understand that the school will make every reasonable effort to filter out access to controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of IT at school.

I also accept that the school cannot be responsible for any loss, theft or damage to personal equipment my child may bring to school e.g. smartphone, iPod, netbook etc.

I understand that in order to provide my child with a Glow Account some information will be transferred from school to Glow.

I give my permission to allow the child/young person named above to use IT and the internet in school. (This can be changed at any time by contacting the Head Teacher.)

Parent's / Carer's signature and date

Learner (P4 and above)

I have read the rules for Acceptable IT and internet Use and know the importance of these rules.

I know that if I break these rules, I may lose the right to use the school's computer facilities or face further disciplinary action.

Learner's signature and date