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| <b>Department:</b> Education and Children's Services                                                       |  | <b>RISK ASSESSMENT</b>                 | <b>Aberdeenshire</b><br>COUNCIL  |
| <b>Process/Activity:</b> Live Online Learning                                                              |  | <b>Location:</b> Staff and Pupil Homes | <b>Date:</b> 07.1.2021                                                                                              |
| <b>Describe activity:</b> Interacting with Learners Online, including livestream video and audio sessions. |  |                                        |                                                                                                                     |
| <b>Establishment Name and Location:</b> Aberdeenshire Council: Burnhaven School                            |  | <b>Review Date</b> April 2021          |                                                                                                                     |

| 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) |     |      |
|----------------------------------------------------|-------------------|------------------------------------|-----------------------------------------------------------------|-----|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----|------|
| 1. Safeguarding<br><br>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<br><br>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<br><a href="https://www.aberdeenshire.gov.uk/media/19531/book3-practice-guidelines.pdf">https://www.aberdeenshire.gov.uk/media/19531/book3-practice-guidelines.pdf</a> | 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.<br><br>Staff to only engage in remote learning and teaching through Glow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | LOW                                                            | MED | HIGH |

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| 3. Before engagement of any Live Remote Teaching: Agreement and Permissions                                                  |  |  | LOW | MED | HIGH | <p>Staff, Pupils and parent/Carers must make sure all appropriate agreements are in place. See appendix 1</p> <p>See ECS Remote Learning: Guidance, Tips and Resources: link to be added</p> <p>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.</p> <p>See Aberdeenshire ECS Acceptable Use Policy (see appendix, below)</p> | LOW | MED | HIGH |
| 4. Microsoft Teams Meeting<br>Learners may continue to join a meeting with only learners present if using web app.           |  |  | Low | Med | High | <p>Meeting organisers should use End Meeting and ensure all learners have left the meeting.</p> <p>Add a second staff member to a meeting with learners to help monitor participants and chat.</p>                                                                                                                                                                                                                                                   | Low | Med | High |
| 5. Microsoft Teams Meeting<br>Older versions of mobile apps circumvent control around staff being required to unlock meeting |  |  | Low | Med | High | <p>All users should be advised to keep their desktop/mobile apps up to date to ensure latest functionality</p> <p>We recommend advising young people to use the web app where possible in Glow as this will always be up to date.</p>                                                                                                                                                                                                                | Low | Med | High |
| 6. Microsoft Teams Meeting<br>Teams is an evergreen product and as a result functionality may change                         |  |  | Low | Med | High | <p>Education Scotland will continue to monitor the capabilities around Teams Meetings and update Glow Customers</p>                                                                                                                                                                                                                                                                                                                                  | Low | Med | High |

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| <b>7. Microsoft Teams Meeting</b><br>Recordings include the active speaker and anything that's presented.                                                                                                                                    |       |                                                                             | Low | Med | High | Staff will NOT be permitted to record any remote learning interactions (See Hazard 13)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Low | Med | High |
| <b>8. Microsoft Teams Meeting</b><br>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 | <p>The meeting 'unlock' functionality now prevents learners joining external meetings –this is subject to final confirmation from Microsoft. (11/08/20)</p> <p>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.</p> <p>External users are not permitted in Glow hosted Teams meetings.</p>                                                                                                                                                                                                                                                                                                                         | Low | Med | High |
| <b>9. Professional Integrity</b>                                                                                                                                                                                                             | Staff | <p>Damage to Professional Reputation</p> <p>Maintaining GTCS Standards.</p> | LOW | MED | HIGH | <p><b><u>General Control Measures</u></b></p> <p>Staff should be aware that anything posted online can be recorded, exported and shared on other online platforms.</p> <p>Protect your reputation by being positive about all learners, your school and employer.</p> <p><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></p> <p>For further details regarding GTCS Guidelines for working online, see:</p> | LOW | MED | HIGH |

[illegible]



## **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