



ONLINE LEARNING POLICY

Policy Approval Date: May 2025

Review Cycle: Biennial

Next Review Date: May 2027

General Statement

At Saint Andrews' International High School (SAIntS), we are committed to ensuring high-quality education continues in all circumstances, including during periods of remote or blended learning. This policy outlines the expectations and responsibilities of staff, students, and parents in delivering and supporting online learning, with a focus on safeguarding, consistency, and effective use of Microsoft OneNote Classrooms and associated platforms.

Rationale

As a 21st-century international school, SAIntS recognises the need to provide flexible, accessible, and inclusive learning opportunities beyond the traditional classroom. Whether necessitated by external factors or integrated into day-to-day practice, online learning must reflect the school's values of academic excellence, respect, responsibility, and resilience. Clear guidance, communication, and safeguarding measures are vital to ensuring all stakeholders are supported in a digital learning environment.

Aims & Objectives

- Ensure continuity of learning during remote or hybrid scenarios.
- Provide clear expectations for online teaching, learning, and communication.
- Safeguard students and staff during online learning activities.
- Promote digital literacy and responsible technology use.
- Encourage consistency of practice through the effective use of Microsoft OneNote and Office 365 tools.

Staff Link(Role): SLT

Procedures and Staff Responsibilities

1. Platforms and Tools

- Primary Learning Platform: Microsoft OneNote Class Notebooks (via Office 365).
- Communication Tools: Microsoft Teams and school-issued email accounts only.
- Resources: Teachers will utilise digital textbooks, recorded lesson content, assignment folders, and integrated feedback tools via OneNote.

2. Teacher Responsibilities

- Maintain up-to-date OneNote Class Notebooks with lesson objectives, resources, and assignments.
- Set clear instructions and deadlines for all tasks.
- Provide regular, timely feedback on student work.

- Monitor student engagement and flag concerns to Form Tutors or the Designated Safeguarding Lead (DSL).
- Communicate professionally using school-approved platforms.

3. Student Responsibilities

- Use their official SAIntS account to access all online platforms.
- Check their OneNote Class Notebooks daily for updates and assignments.
- Complete and submit work on time, following instructions provided.
- Communicate respectfully in all online interactions and seek help if facing difficulties.
- Maintain appropriate online behaviour in line with the school's Acceptable Use and Behaviour Policies.

4. Parent/Guardian Role

- Encourage consistent routines and support their child's engagement with online learning.
- Promote appropriate use of technology and adherence to school expectations.
- Use official channels to communicate with school staff and raise concerns as needed.

5. Safeguarding and Online Conduct

- All participants must use school accounts for online learning—personal accounts are not permitted.
- Teachers will not conduct one-on-one video calls unless strictly necessary and with prior approval from SLT.
- Students must not share login details or access other students' work.
- The Safeguarding and Acceptable Use Policies apply fully in online contexts.
- Any safeguarding concerns must be reported immediately to the DSL, following the school's safeguarding procedures.

6. Attendance and Engagement

- Teachers will monitor student engagement through OneNote activity, submissions, and scheduled online check-ins.
- Concerns regarding attendance or lack of engagement will be referred to the pastoral team.
- Normal absence reporting procedures apply during periods of online learning.

7. Data Protection and Privacy

- SAIntS will ensure all data on Microsoft Office 365 is stored and managed securely.
- Students and staff must not share personal information on shared platforms.
- Any breaches of data privacy must be reported to the Data Protection Officer (DPO) immediately.