Data Management and Teaching Online …
GUIDANCE for SCHOOLS

Version 1 - 1st April 2020

Cyber / data criminals feed on vulnerability - providing teaching online opens up a whole new range of opportunities for such people. Consider the following issues ….

1. Can We Use Online Video Streaming Services (Such as Zoom) To Deliver Lessons ?

The answer is unfortunately no. This is due to a wide range of reasons, but in essence the reason relates to permissions for such services to under 16's, lack of control over what is seen in individual's homes, most are provided in the US and their data standards are not comparable and don't meet GDPR requirements.

2. Can We Record / Video A Lesson and Make It Available To be Watched By Pupils ?

In principle, yes - BUT it depends on where you plan to host it. Using something like You Tube or Vimeo seems a reasonable solution - BUT you need to consider the following issues :

     a. how will you stop pupils viewing inappropriate content on the sites (our duty of care)

     b. you can't issue individual log-ins

     c. no personal details can be involved / referred to

3. Our Pupils All Have Online Accounts With Software Companies Through School (Such As Purple Mash), But Their Passwords and User-names Are In School. Can We Give Them Out ?

There is no problem in allowing children to use services that you already use or have access to. However, the challenge is issuing the details they need. I would advise one of two approaches : (a) that you get parents to call your school and ask for the details - BUT perform an identity check before issuing it over the phone - such as asking the child's DOB, class and home address OR (b) if you don't have the staff for this, then e-mail parents using email addresses you may already have.

4. Can We Provide Work For Pupils To Do Online ?

Yes, of course you can. However, the challenge will always be in circumstances where a log-in of some sort is required. If creating this new log-on page and you need to give out new permissions / user-names then suggest that you use one of the two approaches suggested in Question 3.

5. Can We Provide Links To Apps or Online Materials That Require the Creation of A Personal Log-in ?

Yes, absolutely. Providing it is the individual and not the school creating profiles. We do however have a duty of care where we reference or refer pupils to a 'package' - to ensure that it is appropriate and that the data management is reasonable.

6. As Many of the Pupils Have A Facebook Account, Can We Set Up A Closed Page For Them ?

No - no - no. The lower age limit for Facebook (and for Twitter, Instagram etc..) is 14, so using these links would not be appropriate.

If You Are Thinking of Recommending A Website To Be Used By Pupils ...

1. Look for the "s" in any website's URL.

- The "s" in "https" means that the website is encrypted and probably a lot more secure.
- Look for "https" with all websites your students use in class, especially for any site where pupils log in or share information.

2, Look for the privacy policy.

- Privacy policies can be pretty overwhelming. But it's a good idea to check them out.
- It's also important to make sure they're there to begin with. You'd be surprised at how many websites have policies that are hard to find or, worse yet, don't even exist! No policy? Consider that site a no-go.

3. Not sure about a tool / website? Check with an expert.

- If you see anything suspicious about an app or a website, it's best to check with your school's tech or privacy experts.

General Tips For Teaching Online ....

1. Show Your Face

Research has shown that videos that show teachers' faces are more effective than simple narrated slideshows. Intersperse your slides with video of yourself.

2. Keep Videos Short

Videos longer than 15 minutes can cause issues of slow downloading and learner distraction. If you have more to say, record two or three short videos.

3. Test Out Slides

If using slides (PowerPoint), make sure you test slides on a smartphone before shooting your lessons so all text is readable on small screens. Font sizes, colours, template designs and screen ratios should be double-checked.

4. Give Specific Instructions

When you suggest looking at online media which runs for longer than 15 minutes,pupils will be put off watching. Instead, suggest the exact parts they need (e.g. 13:35 to 16:28) as this can even make students more curious. When you provide more than two resources, label them in the order you want pupils to approach them. Simple numbering, based on the level of difficulty or importance of each resource item, can be of great help.

5. Provide Interactive Activities

Most learning management systems, such as Moodle, Edmodo and Blackboard, include a range of functions to create interactive learning activities such as quizzes. Step-by-step guides to creating them are widely available online. Use them - but only where access meets our requirements as outlined earlier.

6. Set Reasonable Expectations

When you create quizzes, you should make sure all questions can be answered by referring to the given learning resources. A set of 15 quiz questions or a 300-word limit (or whatever) will be sufficient to engage pupils for at least 30 minutes.