



Leigh Academy
BEXLEY

Remote Learning Policy

September 2025
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Remote Learning Policy | Student Chromebook Use and Accountability

This policy applies to all students at Leigh Academy Bexley who have been issued an academy Chromebook. It defines the expectations for managing, using, and integrating this device across all learning environments, both in the academy and during authorized remote learning periods (e.g., self-isolation, planned home learning).

1. Chromebook Accountability: The Essential Tool

The Chromebook is the student's primary learning tool. It is an extension of the classroom and a requirement for daily learning.

- **Daily Requirement:** Students must bring their fully charged Chromebook to the academy every day. Forgetting the device will be treated as being unprepared for the lesson (lack of equipment) and sanctions will apply.
- **Responsible Care:** Students are fully responsible for the physical care of the device, whether at home or in the academy. Damage resulting from negligence (e.g., leaving it on the floor or misuse) will incur a sanction and may result in a parental contribution toward repair or replacement costs, as outlined in Leigh Academies Trust Charging & Remissions Policy.
- **Immediate Reporting:** Any technical issue, damage, or loss must be immediately reported to the College Office or IT Support upon arrival at the academy. Students must follow the established procedure for obtaining a loaner device and repair slip.

2. Learning Environment

The Chromebook creates a consistent learning environment, bridging the gap between home and the academy.

- **Google Classroom:** All lesson resources, assignments, independent learning, and deadlines will be managed through Google Classroom. Students must check their streams at least twice daily (once before the start of the academy day and once during the evening) to ensure no deadlines or updates are missed.
- **Access to Resources:** All learning materials provided by the teacher (slides, videos, digital textbooks) must be accessed via the Chromebook, ensuring students can always retrieve and review content for homework/independent study.
- **Digital Submission:** All assignments, whether completed in class or at home, must be submitted digitally via the designated online platforms (primarily Google Classroom), creating a consistent, trackable record of student progress.
- **Chromebook modes:** Students must ensure their chromebook is in the correct mode as instructed by the teacher and outlined in the Labexley charter lesson episode
- **Read&Write:** A literacy support toolbar that students can use to improve their reading comprehension, writing skills, and overall access to digital content.
- **Independent Study:** The Chromebook should be used to support research, revision, and deeper learning outside of taught time, utilising the resources and platforms directed by subject teachers.

3. Online Conduct and Digital Citizenship

All academy rules regarding behaviour and safety extend to the digital environment, regardless of location.

- **Acceptable Use Policy (AUP):** The terms of the Trust's Acceptable Use Policy are enforced 24/7. The device should only be used for educational purposes; unauthorised games, social media, or other distractions are prohibited.

- Live Lesson Etiquette (Remote Only): During scheduled live video lessons, students must join on time, ensure their microphone is muted unless instructed otherwise, and use appropriate, respectful language in chats or discussions.
- Privacy: Students are not permitted to record, screenshot, or distribute images or audio from any classroom (physical or virtual) that includes other students or staff without explicit permission.
- Safeguarding: Students must not attempt to bypass the academy's filtering system. Any concerns regarding online bullying, inappropriate content, or breaches of security must be immediately reported to a member of staff or the safeguarding team. The monitoring system used by the trust, Smoothwall, will inform the academy leadership team of any concerning content.
- Use of AI: Do not submit AI generated content as your own. If you make use of AI to support your work, you must state this clearly in the citation section or when submitting your work. Do not use AI to create or distribute content that is discriminatory, hateful, promoting violence, used for bullying, harassment or impersonation, or designed to spread misinformation or disinformation. You have a responsibility to report inappropriate use of AI

4. Parent/Guardian Partnership

Parents/Guardians are vital partners in maintaining the integrity of this hybrid learning model.

- Daily Check: Ensure the student's Chromebook is fully charged each evening, ready for the next academy day.
- Monitoring Use: Monitor the student's engagement and conduct during remote learning sessions and oversee the responsible and safe use of the device at home, particularly regarding screen time and adherence to the AUP.
- Support: If a student is absent and engaging in remote learning, parents must ensure they are following their online timetable and accessing and submitting all assigned work.

Failure to comply with this policy will be addressed in line with the academy's Behaviour Management policy, as consistent daily use and responsible care of the Chromebook are mandatory for all students.