



ONLINE LEARNING POLICY

Online Safety Policy

Rationale:

The UK Safer Internet Centre state that: "Rigorous online safety policies and procedures are essential to safeguarding children online."

Children have access to a variety of electronic devices such as laptops, tablets and phones and these can have an extremely positive impact on their learning and development.

They have shown to be an integral part of online learning during the current climate with the use of seesaw and Tapestry amongst other sites and apps the Florence Nightingale Academy uses in and outside of school.

With this comes a responsibility from the child and parent/carers at home to ensure that the time spent using such devices is monitored and controlled.

The internet is a wide and open platform where people can post virtually anything they like. This poses a potential threat for the young children in our lives and as such our children need to be educated about these risks and how to use the internet and devices safely and appropriately. We also aim to prevent and continue to challenge and tackle bullying within school.

In formulating this policy we have taken into consideration key legislation including Keeping Children Safe in Education, the Prevent Duty – protecting children from radicalisation. The Equality Act 2010, and Education Act 2011.

Learning within school:

Children will have access to iPADS, lap tops and Chrome Books in a variety of different times and subjects within the curriculum. They will also learn about staying safe online and cyberbullying as part of the ICT National Curriculum Programme of Study and new 2020 Health and Relationships Education framework. For PSHE this will largely be completed using the Coram Life Education SCARF website and resources. Themes and ideas will be explored through PSHE lessons, whole school assemblies, Anti-Bulling Week and Safer Internet Day and NSPCC workshops.

Applications and Sites:

SEESAW web.seesaw.me

The main vehicle for our at home online learning and homework is seesaw. This is a private site where each class has their own page and staff post work, which children can respond to online, print work and take pictures of their work and also communicate with each other.

An important aspect of this method is feedback and marking from staff within school, to allow children to improve upon their work. Staff are able to post videos, pictures, presentation of learning and tasks and children can respond in similar ways.

Children are able to work independently, some younger children may need support accessing but children are expected to be supervised.

TAPESTRY tapestryjournal.com

In early years, the main platform is Tapestry. During normal school time, staff use the site to record observations and collate evidence of learning towards assessment and this also allows parents and carers to see these learning journeys.

Children will all have an account set up by staff in school – please see your class teacher for support with this.

During remote learning time – staff post videos, tasks and learning activities for the children to complete at home. This is generally responded to by a video, picture or comment from home.

Online Lessons

The platform for live learning lessons will be Microsoft Teams where each individual child will receive their own login and password. They will receive an invite to attend a 'meeting' via their Class Teams, which will include the time and date of their normal timetabled lesson.

Parents and children are required to read and agree to the 'Home School Agreement' expectations for online lessons (see Appendix A).

Other Sites:

Study Ladder **studyladder.com**

Time Table Rock Stars **trockstars.com**

Purple Mash **purplemash.com**

These are sites and apps that children regularly use in school and may be signposted to during home learning.

Class teachers will ensure all children have an account and logins as necessary.

Responsibility of Staff

- To supervise the children's use of devices in school, ensuring appropriate usage, access to appropriate sites, search engines and apps.
- To mark work daily (if working remotely) or weekly for homework.
- To monitor content and appropriateness of posts and to feedback to parents if any concerns.
- To monitor the level and engagement of work on the platform and to feedback to parents/carers.
- To provide learning through ICT and PSHE lessons around online safety and cyberbullying.
- To encourage communication and dialogue in a variety of different ways including a worry box, class discussions, anti-bullying notice board or private discussion.
- To signpost children to appropriate websites and resources to inform and support (see below).
- To support any children who are subjected to cyberbullying or any other online issue.
- To pass on any Safeguarding concerns in the normal way as per the school's Child Protection Policy.
- To ensure that their own use of the internet and devices within school is for educational purposes only, or for the purpose of fulfilling the duties of their role.
- To use their school email for work purposes and communicate with parents via the school office email.
- To keep their own passwords private.
- To keep a list of children's passwords and encourage them to keep them private.
- To store any mobile phones brought to school by children, in the lockable cupboard in each class room.

Responsibility of DSL:

- To oversee and log any incidences of cyber-bullying on cpoms.
- To provide support and guidance to any children affected by cyber-bullying
- To retain any electronic devices if needed as evidence or report if necessary to the police
- To ensure parents and carers have access to support, education and resources as necessary and promotion and awareness of internet safety at home
- To pass on any Safeguarding concerns in the normal way as per the school's Child Protection policy.

Responsibility of Parents/carers

- To ensure that children are weekly completing homework set.
- During any home learning time – that children are completing the online learning set by staff in school daily.
- To supervise and monitor their children when accessing any online apps, websites or using devices.
- To regularly check messages, websites accessed and monitor the amount of time spent on electronic devices.
- To talk to their children about safe practice whilst using device and the internet.
- To report any issues, including cyberbullying to school or police if necessary.
- To ensure that children have 'down time' from using devices – it is recommended that children do not take devices to bed and do not access them for 2 hours before bed time, to allow a wind down time.
- To inform the Headteacher or DSL, if they receive offensive communication from any person.
- Any child who brings a mobile phone to school, must store it securely in the lockable cupboard in each classroom.

Responsibility of the child:

- To only use the internet and devices for educational purposes only within school.
- To only use a devices device within school with permission or with a member of staff present.
- To only use appropriate websites and apps (age appropriate).
- To not access chat rooms or social media sites within school.
- Open or follow links without checking with an adult first.
- To use appropriate language when communicating online.
- To never share passwords, usernames with others or log into any account using someone else's details.
- To keep my personal information private and not share with anyone (including name, address, telephone number or school) to anyone without permission from a teacher or parent/carer.
- To not arrange to meet or speak to anyone without the permission of a teacher or parent/carer, or without adult supervision.
- To immediately let a teacher, member of staff or parent/carer know if I find any material which might upset, distress or harm me or others.
- To use the school and home internet responsibly.

Further Support:

There are many websites with excellent guidance and information for both parents and children. You can also talk to your child's class teacher, Mr Holland (ICT Lead)

or Mrs Chauhan (Assistant Head – Behaviour, PSHE and Anti-Bullying Lead). There is more information to support parents on the SCARF website:

<https://coramlifeeducation.org.uk/here-for-parents>

For adults:

- NSPCC **nspcc.org.uk**
- CEOP **ceop.police.uk**
- Internet Matters **internetmatters.org**
- Anti-Bullying Alliance **anti-bullyingalliance.org.uk**

For children:

- Childline **childline.org**
- Be Internet Legends **beinternetlegendswithgoogle.com**
- Think You Know **thinkyouknow.co.uk**

Child Friendly Search Engines:

- kidtopia.info
- kiddle.co
- pics4learning.com

Other Policies:

Child Protection Safeguarding Policy

Anti-Bullying Policy

Behaviour Policy

Remote Learning Framework Action Plan

Social Networking Policy

ICT Policy

Health and Relationships Education Policy (PSHE)

Appendix A

Live Lessons with Staff – The Florence Nightingale Academy – Home School Agreement



The platform for live learning lessons will be Microsoft Teams where each individual child will receive their own login and password. They will receive an invite to attend a 'meeting' via their Class Teams, which will include the time and date of their normal timetabled lesson.

Expectations:

- Children should regard Live Learning in the same manner as classroom learning.
- Children must be supervised by an adult at all times.
- Children should conduct video learning in an open space at home – e.g. a living room etc. bedrooms are not regarded as appropriate.
- Children are expected to be dressed appropriately for learning in home clothes (e.g. no pyjamas, no vest tops, hats, or hoods etc.).
- Children should remain attentive and respectful during sessions and ensure that they are free from distractions.
- Children or parents must not take any still pictures or film of any part of the live lessons, nor share lessons publicly.
- Passwords and logins must not be shared with anyone outside of the home, including siblings.
- Will follow the Ground Rules for interaction set with them by their class teacher.
- The normal school rules and Behaviour Policy apply including using appropriate language by all involved in the live lesson or in the background. Normal reminders and warnings will be given if any inappropriate behaviour is shown and the child may be removed from the Live Lesson or asked not to attend future lessons. Communication in this instance will be made with home.
- Teachers will request students to turn off the camera to disable video and have audio on mute – they will also have control to mute microphones and cameras as appropriate.
- Children are reminded to report anything they see or hear that is inappropriate.
- Parents must also report any feedback or concerns to the school as, soon as possible.

These expectations are designed to support students in staying safe online and enriching the learning experience of all students.

In turn, the school has clear rules and expectations in order to safeguard children:

- Staff will anonymise their teaching area and ensure they are only using school issued accounts and devices.
- They will not share any personal information and conduct themselves in the normal professional manner.
- Staff will only communicate with pupils within school hours or timings agreed with senior staff.
- Set Ground Rules for interaction whilst on Live Lessons and follow the schools' Behaviour Policy.
- Ensure a second member of staff in the room and group.
- Ensure that no recording of the sessions are taking place.
- Will Keep a register of those children who have accessed and any issues that may have arisen.
- Follow normal school safeguarding procedures.
- Will talk to children about being safe online.
- Will adhere to the Risk Assessment and all relevant policies such as GDPR, Child Protection, Online Learning, Anti-Bullying, Health and Relationships Education Policy, ICT Policy and national guidance – Keeping Children Safe in Education, Data Protection Act 2018 and remote education guidance.

For more information and support regarding online learning, safety and guidance. Please see our website which has a range of information and help guides:

<https://www.theflorence.academy/remote-learning/>

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- ✓ I have read and talked to my child about the expectations for children, adults and staff for Live Lessons at the Florence Nightingale Academy.
 - ✓ I agree for them to take part in Live Lessons.

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