

Policy No	Blisworth Community Primary School
Version No 1	(Remote Learning Acceptable Use for Children)



## Remote Learning – Acceptable Use for Children

**This section should be completed following ratification of the Policy:**

Committee Ratifying Policy: Curriculum	Date of meeting: email Feb 21
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	Name	Signature	Date
Chair of Committee's Approval	Sarah Jones		
Chair of Governor's Approval	Greg Hall		
Recommended Review Date:	Annual		

### Ownership

Blisworth Community Primary School is a Local Authority School. It will be displayed on the policy list whether the policy is Local Authority adopted or school produced. The policy is issued by the Clerk, Cheryl Tomkinson, to whom any change requests or queries should be directed by emailing [cheryl.tomkinson@blisworth.northants.sch.uk](mailto:cheryl.tomkinson@blisworth.northants.sch.uk)

### Version Control

This document is issued and maintained in accordance with Blisworth Community Primary School's procedures. Any change to the document will increase its version number. It is the responsibility of the reader to check with the Clerk that this is a currently valid copy.

Version	Date	Description of Change	Changed By
1	January 2021	New policy by new in post Headteacher	L Jenkins

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This policy is for the children of Blisworth Community Primary School. The age of the pupil will affect the level of guidance required by adults in the household. All adults must monitor their primary –aged child’s use of technology and all associated remote learning platforms and links.

### To our children (and overseeing parents and carers)

The internet is wonderful and we have lots of technology to help us learn. There are some rules and pieces of information that you need to know to help your learning and to keep you safe. You need to remember our internet safety lessons and your parents also receive information about online safety and have access to more information on our website.

Thankfully, at times that we have to close during the pandemic, we have platforms and technology that can help us learn and stay connected but these must be used safely. This policy is to help you and your carers understand how to do this.

### Virtual meetings on Zoom

Zoom is a chance to meet your teachers and classmates on line. The following information is important -

Children as an example, the teachers take the following precautions on Zoom –

- Enable and use the waiting room
- Have a co-host in case there is an issue
- Have a second adult present either in a room at school or virtually
- Set expectations for pupils’ behaviour
- Only share the meeting details on a closed platform
- Change the meeting details at intervals of a week
- Mute all children on entry

*(Where planned meetings such as tutorship take place with only you, this will have been agreed by the Senior Leadership Team and your parents/ carers. It may need to be recorded for safeguarding purposes where a second adult cannot be available so that we know that the meeting was safe and correct. This would be subject to correct data storage laws and only retained for the purposes of safeguarding).*

The following is required of you when you use Zoom to keep you safe –

- Real names need to be used so that we know who is in the meeting
- You need to ensure that you never share the meeting information with anyone other than those in your class or a parent at home helping you to log on
- You need to only unmute when they need to speak to avoid background noise
- You need to be suitably dressed – think about what grown-ups are dressed like in meetings
- If there are people in the background, it is important that they also know that there is a ‘live’ session taking place and they need to be mindful of their dress and any background noise when off mute.

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- If you feel more comfortable without the video on, we need you to say hello so we know that it is you to keep everyone safe
- Not be in private messages with other pupils and only use the class chat when it is appropriate to do so. Your teacher can help you with this if you are not sure
- If you thought something did not seem quite right on the Zoom call, you should immediately unmute and tell the teacher or ask a grown up at home to help you tell them. This is very unlikely but you should be aware this could happen.
- Ideally, you will attend in a neutral space where others are around but not in view (unless you are young and need an adult nearby to help or the adults are part of the meeting). We know that this is not always possible and you may need to use your room. If this is the case, you should not be in bed and try to sit in a place that looks 'just right' for a class meeting. Leave your door open if you are able to.

The school's behaviour expectations are the same on virtual platforms as they are in class

- To allow all children to concentrate, you should not be switching backgrounds, names or interacting in a way different to that required in a learning environment
- You should listen carefully to others and respect their views
- You should concentrate and work as hard as you do in class
- You should take turns and be respectful in the way you speak and ask questions
- You must not use or write words that you know would not be allowed in school
- We need to be kind, caring and respectful – our community is special and this includes virtually.

#### **Use of learning platforms (Google Classroom/ Tapestry)**

- You must ensure that your behaviour and use of Google Classroom is excellent at all times.
- The class message stream is for children to talk with each other and feel a sense of community. You must use it in line with school expectations. The sanction of not doing so is the removal of the right to comment for a least a period of time.
- If you are younger, your adult is allowed to comment for you for simple things such as '\*\*\*' can attend the Zoom
- If your adult needs to talk to the teacher, then can either comment privately or for longer messages email the school office
- The platform you have may be used to share year group training for your grown up to attend. They, or you, may comment that they are attending for example on these posts
- Everything you upload must be appropriate and acceptable and should not include anything that would be considered not allowed at school
- Your teacher and you can discuss work in the privately uploaded work so that you have learning feedback. They will not be available out of a working day.
- You will not share the content of your learning platform with anyone that is not helping you at home to learn. So, anyone outside of your household/s should not be looking at Google Classroom/ Tapestry

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- You should not share any of the login/ password information with anyone not in your household/s

### **Use of the internet**

Grown ups are here to keep you safe. If you see or do something that you think you should not have, you must not be scared to tell. The internet is amazing but some small parts of it are not safe and you must tell an adult no matter how difficult or embarrassing it is so that we can help to keep you safe. Parents and carers at home can contact school for help and they have access to different resources that help.

You should not be using apps and social media that are unsuitable for your age, including whilst completing school work. Many platforms such as Facebook, snapchat and What's App must not be used until you are 13. This is to keep you safe.

You will be sent work links on safe platforms including Oak Academy, Bitesize etc... You should always still be careful in line with good internet safety. If you are researching, for example, and search for videos, ask an adult to help you make sure that you find the right ones.

If something does not feel right and you get a butterfly in your stomach – tell an adult.

You should ask your adults to supervise your work so that they can keep you safe.

### **Use of school technology**

If you have been loaned school equipment, you must only use it for school work related activities.

Any misuse of the device, including inappropriate websites and searching will mean that school will require the device to be returned to keep you safe.

Your parents are responsible for looking at your use of the device and keeping you safe, however, you are also responsible for using it correctly.

### **Useful Internet Safety Websites**

<https://www.thinkuknow.co.uk/>

<https://www.internetmatters.org/>

*Safe use of the internet opens up an exciting world of learning  
and keeps us connected in these times we are temporarily  
apart.*

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