

John Ruskin Primary School and Language Classes

Remote Learning Policy

Co-ordinators: Giovanni Giovanelli, Isabel Mattick

Last review: July 2020

Next review: 2023



“Be responsible, be fair, stay positive and care”

This policy is part of the School's Statutory Safeguarding Policy. Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

Contents

- 1. Introduction and Overview**
- 2. Expected Conduct**
- 3. Acceptable Use Agreements (with Remote Learning protocol)**

1. Introduction and Overview

Rationale

The purpose of this policy is to:

- Set out the clear expectations of behaviour and codes of practice relevant to the responsible use of email and other remote learning technologies.
- Be applied in support of the e-Safety policy where online teaching follows the same principles as set out in our school's code of conduct.
- Promote courteous online behaviour to support online learning.

2. Expected Conduct

Staff

- Lessons should be pre-recorded so that they may be shared with a member of SLT or SENCo prior to posting on the Microsoft teams platform.
- Recording should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- Equipment being used for remote learning teaching should be school issued
- Suitable clothing must be worn.
- Language must be professional and appropriate.
- Permission must be sought from individuals before uploading photographs, video's or any other information about them on-line.
-

Pupils

- We remember what it is to be a student at John Ruskin School and conduct ourselves remotely as we would in school.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.
- We remember to be polite, including please and thank you in all electronic communication.
- We ask someone's permission before uploading photographs, videos or any other information about them online.
- If we are engaging in video-conferencing lessons we must always be appropriately dressed, as should all members of the household who may be on camera, and in a living space (not a bedroom) when carrying out these lessons.
- We are aware it is prohibited for students to make a recording of a live taught session and that it is prohibited to repost any session content to any social media or internet platforms.
- We think carefully about what information we share with others online, download or forward any materials and we check where it is saved and check our privacy settings.
- We block harassing communications and report any abuse.

Any actions which are deemed to be inappropriate or breach these guidelines will be taken very seriously.

3. Acceptable Use Agreements (with Remote learning protocol)



Acceptable Use Agreement: All Staff, Volunteers and Governors

Covers use of all digital technologies when in school and participating in remote learning: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, social networking tools, school website, equipment and systems.

John Ruskin Primary School and Language Classes regularly reviews and updates all Acceptable Use Agreement (AUA) documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems, *or any Local Authority (LA) system I have access to.*
- I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.
This is currently: *[LGfL StaffMail]*
- I will only use the approved *system* with pupils or parents/carers, and only communicate with them on appropriate school business. This is currently: *[Microsoft teams]*
- I will not support or promote extremist organisations, messages or individuals.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the E-safety lead.
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will follow the school's policy on use of mobile phones / devices at school.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the *appropriate system or staff-only drive within school.*

- I will only take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc. will not identify students' personal information.
- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are used securely so not be confused with or compromise my professional role.
- I will only access school resources remotely (such as from home) using the *LGfL / school approved system* and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will alert the safeguarding lead or deputy safeguarding leads if I feel the behaviour of any child may be a cause for concern.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the safeguarding lead or deputy safeguarding leads.
- I understand that all Internet and network traffic / usage can be logged and this information can be made available *to the Head / Safeguarding Lead* on their request.
- I understand that Internet encrypted content, may be scanned for security and/or safeguarding purposes.
- I will follow the school policy on remote learning and e-safety.
- *Staff that have a teaching role only:* I will embed the school's policy on remote learning / on-line safety / digital literacy / counter extremism curriculum into my teaching.

Acceptable Use Policy (AUP): Agreement Form

All Staff, Volunteers, Governors

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

SignatureDate.....

Full Name (printed)



Key Stage 1: Acceptable Use Agreement

I keep **SAFE online** because ...



I am **KIND** and polite online.

I **ASK** for help if I get lost online.

I **THINK** before I click on things.

I **KNOW** that online some people are really strangers.

I am **RESPONSIBLE** so never share private information.

I **CHECK** it's OK to use a website / game / app.

I **TELL** a trusted adult if I am worried about anything.

My trusted adults are:

Mum

Dad

Teacher

My name:

Date signed:

--



KS2 : Acceptable Use Agreement

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. By using the ICT in school and accessing your remote learning, you have agreed to follow these rules.

These rules will keep me safe and help me to be fair to others.

- At all times, I conduct myself remotely as I would do in school such as being polite, including please and thank you in all electronic communication.
- I know to be respectful when communicating online and not to write or upload off-hand', hurtful, rude or derogatory comments and materials.
- If I am engaging in video-conferencing lessons I must always be appropriately dressed, as should all members of the household who may be on camera, and in a living space (not a bedroom).
- I am aware it is prohibited to make a recording of a live taught session and that it is prohibited to repost any session content to any social media or internet platforms.
- I will turn off my microphone before joining any video conferencing lesson.
- I am aware I am not allowed to make a recording of a taught session or repost any session content to any social media or internet platforms.
- I will think before I click (especially when downloading, deleting, printing or accessing websites) and will check where it is saved and check our privacy settings.
- Before uploading photographs, videos or any other information about someone online, I know to ask their permission. When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site.
- When communicating online, I will only use my first name and not share personal details that could identify me, my family or my friends, such as my email address or phone number.
- If I find a website or image that is inappropriate, or if I see anything I am unhappy with or I receive a message I do not like, I will report it to a teacher / responsible adult straight away.
- I will not logon using another person's account or look at other people's files or documents without their permission.
- I know that the teachers can, and will, check the files and websites I have used.
- I will keep my usernames and passwords private and secure, but I understand I can share them with appropriate people, such as my parents or teachers.
- I will not install any software or hardware (including memory sticks) without permission from a responsible adult.
- I understand that people online might not be who they say they are.
- I understand that if I am acting inappropriately then my parents may be informed.

I have read and understand these rules and agree to them.

Signed (Pupil) _____ Class _____

Date _____



Acceptable Use Agreement: Parents

Covers use of all digital technologies children are accessing including but not limited to remote learning: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, social networking tools, school website, equipment and systems.

John Ruskin Primary School and Language Classes regularly reviews and updates all Acceptable Use Agreement (AUA) documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others.

- I will support my child being polite and ensuring the language they use is appropriate at all times, including that of any family members in the background.
- I understand that my child should not reveal their log in information to anyone but myself and any adult responsible for their care.
- I will ensure that I or my child has asked permission before uploading photographs, videos or any information about someone else online.
- I will ensure my child contact's the school immediately if they see anything that upsets them or makes them uncomfortable on the school learning platform.
- I understand that no recordings are to be made of taught sessions and it is prohibited to share any session content to social media or internet platforms.
- I will support my child with their access to remote learning.

Acceptable Use Policy (AUP): Agreement Form

Parents

I agree to abide by all the points above.

SignatureDate.....

Full Name (printed)