Acceptable Use of ICT Policy

COVID-19 Annex

Forward Education Trust is committed to providing a safe environment for online learning. This commitment remains the same in the difficult circumstances brought about by the Covid-19 outbreak. During periods of remote learning our expectations of staff and pupils also remain the same, and the principles and practices of the Safeguarding and Acceptable Use of the Internet, Data Security and e-Safety Policy Statement, Staff Code of Conduct also remain the same and continue to apply both to existing and any new online and distance learning arrangements introduced.

In order to ensure the safety and welfare of children during this period and that pupils are engaging in guided home learning; the Trust will follow the DfE remote learning guidance:

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

Given the changes in circumstances to everyday teaching and learning practices, the following guidelines will also apply:

Providing a safe system

Where the site remains open, the school will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources.

For the purposes of guided home learning, the primary platforms used across the Trust network are:

- Microsoft Teams

- Class Dojo

Trust Schools have central oversight of and can monitor activity and communications through these platforms as well as use of specialist online monitoring software, which in our Trust is called Smoothwall Monitor.

The platforms are restricted to specific users only and permissioned accordingly. Other platforms may be used at times for specific purposes. The online safety implications of any platform are carefully considered before use.

All of our schools have access to technical support dedicated to maintaining a safe and operational online environment.

The school's Designated Safeguarding Leads (DSL) have day to day responsibility for online safety and will maintain an active oversight of the management of remote learning from a safeguarding perspective. Procedures will be kept under review and action will be taken swiftly if concerns about the use of technologies arise.

The school will keep in regular contact with parents/carers, updating them as appropriate with information on how the school is delivering remote learning, how they can keep their children safe online, and any new developments.

Remote Learning

There is a wide range of formats for remote learning, including:

- Posting activities for pupils at regular intervals, with pupils posting responses via Class Dojo

- Providing recorded material in the form of video tutorials

- Directing pupils to web-based resources and activities

- Interactive/live teaching in real time using MS Teams

Teachers will select the most appropriate format for a lesson depending on a number of factors, including the age of the pupils, individual special educational needs, nature of activity, degree of support required; and taking into account the need to ration screen time and provide a variety of learning experiences within a lesson, across the school day/week in line with the curriculum pathways and class timetables.

Live online teaching

Live online teaching is an important part of this overall package for pupils of all ages. Interaction with a teacher is an important part of the learning process, and whilst online contact cannot replicate face to face contact, live sessions are particularly helpful as they allow contemporaneous communication, with pupils able to respond to staff questions – and vice versa. Live contact is an important part of pastoral support and provides pupils with a direct interface with familiar trusted adults at a time of significant change and uncertainty. Live classes also give pupils the opportunity to interact with peers and maintain important social connections during a period when they could otherwise become isolated.

However, it should be remembered that live online teaching remains 'one tool in the box' and, for the reasons set out above, it should be balanced alongside learning opportunities in a range of other formats.

In order to safeguard both pupils and staff, live online sessions must be conducted following the protocols set out below.

Protocols for staff in relation to remote online learning:

- Only use school approved platforms; do not use social media in communicating with pupils.

- Reinforce online safety messages regularly in your teaching.

- Bear in mind the current circumstances and how they are affecting children and families when setting expectations of pupils.

- Consider online safety when sharing resources – vet websites and videos/apps/software carefully and bear in mind that the home environment will not have the same content filtering systems as at school. If introducing new apps and resources, ensure these meet GDPR requirements. Contact AHT (Class Dojo Mentor) for advice.

- TAs will be present to support the delivery of live learning in all sessions.

- If concerned about online safety/resources, check with Computing Co-ordinator or Class Dojo Mentor.

- Ensure that passwords and secure information – such as log-ins for SIMS/CPOMS – are kept confidential.

- Adhere to copyright and GDPR guidelines.

- Never record a live session, this includes recordings of video or chat live sessions.

- Never take screenshots/screengrabs or photographs.

- Continue to look out for signs that a child may be at risk – which may differ from typical triggers in a school environment. Report any concerns to the DSL without delay in the usual way.

- Do not provide pupils or parents with personal contact details – email, home or mobile numbers, details of web-based identities etc.

- Do not arrange to meet students or ask them to deliver work to your home.

- Remain professional and objective in all email and other forms of correspondence.

In relation to live online teaching:

- Keep a record/log of live online lessons – date and time, attendance of pupils, what was covered, any incidents. Any serious incidents should be reported in the usual manner depending on the nature of the issue. A least one TA should also be present in the session.

- Maintain professional conduct during live streaming – dress appropriately, consider your surroundings (background, other household members who may come into view etc.) and blur if necessary, and remember that your microphone may be on. Never record any session, either through the software being used, or your own devices.

- Maintain the same boundaries and insist on the same standard of behaviour as in a school setting. Make specific protocols clear at the outset, e.g. muting of microphones at appropriate times, use of the chat function, & hands up.

Reporting an issue for staff:

- Any child protection or safeguarding concern must be reported to the DSL without delay.

- Concerns about the safety of procedures, behaviours or use of technology should be referred to the DSL.

- Routine queries about the use of apps or online materials should be addressed to the Class Dojo Mentor, Computing Co-ordinator or IT support depending on the nature of the issue.

Protocols for pupils in relation to remote learning:

Always log on through your school email for school activities:

- Do not make recordings, take screenshots/screengrabs or photographs, or store footage of teachers or other pupils.

- Dress appropriately for online lessons.

- Ensure that you have a safe and appropriate place to participate from. Blur your background if necessary.

- Follow the remote learning rules.

- If you have concerns about online safety, or if you feel you are being bullied, talk to someone you trust.

Reporting an issue for pupils:

- Speak to a trusted adult.

- Parent/carer to contact school to discuss any issues.

The role of parents/carers

- It is the responsibility of parents/carers to ensure that pupils are monitored in their use of technology for remote learning as they would ordinarily do when their children using technology at home. Monitoring screen time is particularly important in the current circumstances.

- While pupils are working from home they are connected to their home broadband so their traffic doesn't go through the school's firewall – parents/carers will therefore need to ensure that age-appropriate filtering or safe search is enabled at home. Information on setting this up can be found at: https://www.saferinternet.org.uk/advice-centre/parents-andcarers/parental-controls-offered-your-home-internet-provider and here: https://www.internetmatters.org/parental-controls/

- Communication during online learning should only relate to the curriculum and learning activities. Parents/carers should communicate with school/staff in the usual manner in relation to all other matters, via school email or telephone during a period of remote learning.

- Social media, networking apps and gaming platforms are particularly popular at the moment. Parents/carers are advised to be mindful of age restrictions and to oversee their child's social media or gaming activity.

- The school will update parents/carers regularly on online safety matters. Parents/carers should contact the school if they have concerns or encounter risk online.

Reporting an issue for parents/carers:

- Contact the Head Teacher for any safeguarding or online safety concern via the school office or email the school directly:

  Brays School: enquiry@brays.fet.ac

  Hallmoor School: enquiry@hallmoor.fet.ac

  The Bridge School: enquiry@bridge.fet.ac

Sources of support and advice

UK Safer Internet Centre https://www.saferinternet.org.uk/ - includes a range of activities for children of different ages.

CEOP / Thinkuknow https://www.thinkuknow.co.uk/ - includes a range of home activity packs.

National Online Safety https://nationalonlinesafety.com/ - Good guides for parents/carers and staff.

Parent Info https://parentinfo.org/ - specifically aimed at parents/carers.

Internet Matters https://www.internetmatters.org/ - specifically aimed at parents/carers.

Net Aware https://www.net-aware.org.uk / - NSPCC's advice on online matters.

NSPCC https://www.nspcc.org.uk/keeping-children-safe/online-safety/ - NSPCC's advice on online matters.

Common Sense Media https://www.commonsensemedia.org/special-needs/ - good guide for parents/carers with children with SEND.