Charlton Primary School
Computing, Social Media and E-Safety Policy
(including Remote Learning)

See also: Digital Technology and Acceptable Usage policy and Home School Agreement

January 2021 – Approved by Mr Steven Rose and Mrs Michelle Rooke

AIMS

- Children have equal access to devices to enable them to fully participate in the activities involved in remote learning

- Children can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems

- Children are responsible, competent, confident and creative users of information and communication technology

- Children can continue their education remotely, using Microsoft Teams as a teaching and learning platform.

CURRICULUM ORGANISATION

Throughout Key Stage 1 and Key Stage 2, Computing is embedded across the curriculum. A range of digital technologies and software are used to support subjects across all areas of the curriculum. Microsoft Teams (and Tapestry in FS and Year 1) are used as platforms in school, as well as for children learning remotely. Remote teaching (for bubble closures or wider school closures) involves children being invited to a daily 'class meeting' with a teacher or teaching assistant, to give instructions for the work that day and explaining anything that is required, allowing children to join in and ask questions where necessary.

When remote teaching, sessions will be staggered throughout the day so that households with children in more than one class or year group, can all access their daily calls, if they only have one device the children can use at home.

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TEACHING AND LEARNING STRATEGIES

The use of technology throughout the curriculum enables children to develop skills that are vital for success in later life, such as:

- collaboration
- communication
- problem-solving
- resilience
- perseverance
- team-work

In studying computing, children experience a variety of approaches to their learning including:

· Teacher demonstrations
· Individual and shared use of digital devices
· Collaborative work
· Open-ended investigation

When engaged in remote learning, staff are able to interact with children on the calls and the 'Hands up' function, enables staff to see who wishes to answer a question and can therefore ask individual children. They are also able to share their screen to show the work set, to model work and to demonstrate examples of what they are expecting the children to achieve.

When teaching remotely, staff will:

- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos

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RECORD KEEPING AND ASSESSMENT

Assessment is a central part of the learning process within the computing curriculum.

Assessment can be carried out by:

· planning activities which enable assessment to take place
· discussion with children
· asking open-ended questions
· listening to children
· observation of children working
· looking at products of work diagnostically
· using programs children have created

STAFF DEVELOPMENT

It is important to provide training for all staff to enable them to deliver the computing curriculum to their children. School based training from in-house expertise is provided to enable teachers to familiarise themselves with software and technology relevant to the school. All staff have access to the Microsoft Educator Centre alongside internally provided training tailored to the specific needs of the school. Additional support is provided where required.

Before working remotely, staff are provided with training about how Microsoft Teams works and how to safeguard themselves while working from home. Our Home-School agreement was amended at this time to reflect how working remotely may have changed the agreement we have with our children and parents.

Staff have also been provided with a clear set of expectations detailing the remote learning that will be offered to ensure consistency across the school.

INTERNET AND E-MAIL

Staff should refer to the Staff Code of Conduct and remind children of the Internet Code of Practice for Children (see below).

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INTERNET CODE OF PRACTICE FOR CHILDREN

Children are responsible for their own behaviour when using our systems, network or the internet. The following are not permitted under any circumstances:

- Searching for or displaying offensive images or messages
- Sending messages likely to cause offence. Messages must not be foul, racist, sexist, obscene or contain offensive images
- Any action which could damage equipment or the system
- Downloading and uploading non approved software
- Violating copyright laws

Children will agree to comply with all of the following:

- I will only access the system with my own login and password, which I will keep secret
- I will not access other people's files or information
- I will not personalise desktop settings or alter the school's computers in any way
- When using the internet, I will not visit inappropriate sites
- I will not use websites which bypass School security and safety measures (proxy bypass sites)
- I will only e-mail people I know, or someone a member of staff has approved
- The messages I send will be polite and responsible
- I will not give my home address or telephone number, or arrange to meet someone, unless my parents, carer or a member of staff has given permission
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other children and myself.
- I am aware of the danger of viruses and will not open any unfamiliar email messages, without the consent of a member of staff
- I understand that the school will check my computer files and will monitor the Internet sites I visit.
- I will only use the school's computers for school work unless given permission by a member of staff to do otherwise
- I will only use portable storage devices if given permission to do so by a member of staff

HEALTH AND SAFETY

Staff should be aware of health and safety issues when using computers. The following points should be observed:

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- Short breaks are advised for staff who are working with screens for longer than 60 minutes at a time
- Make quick visual checks of equipment regularly.
- All electronic devices are PAT tested annually.
- Any electronic device that is given to children to support their learning at home is deemed to ensure it is in a safe and working order.
- Encourage the checking of seating and posture before every computer session starts
- Ensure there is good lighting and ventilation.

SAFEGUARDING AND CHILD PROTECTION

Staff should be aware of links to the school's Safeguarding and Child Protection Policy, in terms of being safe on the internet. See Safeguarding and Child Protection Policy for further detail.

PREVENT AGENDA
The Prevent duty guidance says 'having due regard' requires schools and colleges to:

(a) have "robust safeguarding policies in place to identify children at risk and intervening as appropriate;"

(b) provide staff with training "that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism and to challenge extremist ideas"; and

(c) **"ensure children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering".**

- **Prevent Duty Guidance - July 2015 (England and Wales)**
  https://www.gov.uk/government/publications/prevent-duty-guidance

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COPYRIGHT

Unauthorised copying of software is illegal. Breach of copyright is theft. The prevention of unauthorised copying is the responsibility of the teacher, the Executive Headteacher and the Governors.

DATA PROTECTION

- All school devices are password protected
- All school devices are protected with antivirus and malware software
- Each user name and password must be unique to the individual user
- Users must keep their passwords secret and confidential
- Users must not share the personal data of others except in the course of employment with the school and where it is absolutely essential

SOCIAL NETWORKING

Social media and social networking sites play an important role in the lives of many people. We recognise that these sites bring risks, but equally there are also significant benefits to their usage. Social media and mobile phones/devices can be used by staff to upload videos and photos to the social media sites.

There are five key areas where social media may be used:

A. The use of social networking sites by children within school
B. Use of social networking by staff in a personal capacity
C. Use of social networking by staff in a professional capacity
D. Comments posted by parents/carers
E. Dealing with incidents of cyber bullying
F. The use of Microsoft Teams (and Tapestry) as a communication tool for remote teaching

A. The use of social networking sites by children within school
This policy outlines the rules for using technology in school and these rules therefore apply to use of social networking sites. Such sites should only be accessed in school under the direction of a teacher and for the purpose the learning objective of the relevant learning

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experience. When teaching remotely, these sites might be accessed to share work or learning experiences.

In terms of private use of social networking sites by a child, it is generally understood that children under the age of 13 are not permitted to be registered, for example, Facebook.

B. Use of social networking by staff in a personal capacity

A high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner.

Guidelines are issued to staff:

- Staff **must not** initiate contact with or respond to contact from current children from their personal accounts (including past children under the age of 16).
- Where staff are friends with parents on social media groups, staff must post responsibly.
- Staff **must not** post negative comments about the school, children, parents or colleagues including members of the Governing Body.
- Staff must not use social networking sites within lesson times (for personal use).
- Staff should only use social networking in a way that does not conflict with the current National Teacher's Standards.
- Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.
- Inappropriate use by staff should be referred to the Head of School in the first instance and may lead to disciplinary action.

C. Use of social networking by staff in a professional capacity

In accordance our permission forms, staff may use pictures or videos taken on a school camera or mobile phone on any of the school's social media. This includes the school website, blogs, Facebook, Twitter and YouTube channel. Staff may also share learning resources and content via Microsoft Teams with children through their accounts.

For child protection online, a child's photo and last name <u>will not</u> appear together on school websites or any form of social media.

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D. Comments posted by parents/carers

Parents and carers will be made aware of their responsibilities regarding their use of social networking and will agree to the terms of the Home School Agreement and the Code of Conduct for Parents.

Parents have access to Microsoft Teams through their children's accounts. School policies and documents provide further information regarding appropriate channels of communication and means of resolving differences of opinion. Effective communication following principles of mutual respect is the best means of ensuring the best learning experiences for the child.

- Parents must not post pictures of children, other than their own children, on social networking sites where these photographs have been taken at a school event.
- Parents should make complaints through official school channels rather than posting them on social networking sites.
- Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.
- Parents should not use Microsoft Teams as a way to communicate negatively towards staff or about Charlton School.

E. Dealing with incidents of online bullying/inappropriate use of social networking sites

The school's Behaviour and Anti-bullying policies set out the processes and sanctions regarding any type of bullying by a child on the school roll. This includes a child using any form of social networking, including the chat function in Microsoft Teams, to engage inappropriately or negatively with another child. These cases will be dealt with promptly and will not be tolerated.

In the case of inappropriate use of social networking by parents, the School may contact the parent asking them to remove such comments and seek redress through the appropriate channels.

F. The use of Microsoft Teams as a Communication Tool for remote teaching

All children and staff will have access to Microsoft Teams as part of their remote teaching. When video calling through Teams, children and staff should ensure that their backgrounds are appropriate. Staff should ensure that their camera is positioned in a way that only a headshot of them can be seen. Where possible, children should have an adult at home who is aware that they are using Teams and are monitoring that they are using it appropriately.

Children must not take screenshots of staff during video meetings and post on social media.

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It may be necessary for staff to record meetings with parents to ensure clarity of conversation from the safeguarding perspective of both staff and children.

When uploading work, children, parents and staff should ensure that the content is appropriate to share within the school network.

Use of Mobile Phones and Digital Photography
If children bring a phone to school, they should take it to their class teacher, where it will be kept until the end of the school day.

Children have their photographs taken to provide evidence of their achievements for their development records (The Early Years Foundation Stage, EYFS 2007) and throughout their school life. When remote learning, children have the ability to upload pictures of themselves and their homes onto Microsoft Teams. Parents should ensure that these pictures are taken safely and are appropriate for shared use.

Pictures and videos of children learning and achievements should only be taken using a school device (including iPad or learning pad) These images can be used in school or on any Charlton social media, for reasons including advertising or celebration of work. The images need to be deleted when they have been uploaded.

Photographs/Videos
- Under the data protection act 2018, the school must seek parental consent to take photographs and videos, except in certain circumstances. Please refer to our Data Protection Photograph Policy. Photographs may be uploaded to Teams as part of remote teaching and these will be stored within class networks.
- Photographs of children may be taken and used in accordance with parental consent.
- Events such as Sports Day, outings, Christmas, lessons and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending.
- Parents and children must not post photographs or video containing other children on social media websites.
- Visitors may only use their phones in the entrance hall or outside the building and should be challenged if seen using a camera inappropriately or photographing children.
- The use of cameras and mobile phones are prohibited in toilets.

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