Online-Safety Policy (Remote learning)

The purpose of this policy is to:

• Set out the key principles expected of all members of the trust community with respect to the use of COMPUTING-based technologies.
• Safeguard and protect the children and staff of Consortium Trust and comply with GDPR (General Data Protection Regulation).
• Assist staff working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice.
• Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use.
• Have clear structures to deal with online abuse such as cyberbullying which are cross referenced with other school policies.
• Ensure that all members of the trust community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
• Minimise the risk of misplaced or malicious allegations made against adults who work with students.

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1. **Aims**
   The main aims of remote learning are to:

   • Keep the minds of our children active and happy, ready to return to school and engage with learning when the time comes.
   • Ensure regular contact with all children and families.
   • Ensure consistency in the approach to remote learning for pupils who aren't in school.

2. **Roles and Responsibilities of the School**

   It is the overall responsibility of the Academy Head along with the Locality Committee to ensure that there is an overview of Online-Safety as part of the wider remit of safeguarding across the school setting with further responsibilities as follows:

   - The Academy Head has designated an Online-Safety Lead to implement agreed policies, procedures, staff training, curriculum requirements and take responsibility for ensuring Online-Safety is addressed in order to establish a safe COMPUTING learning environment. All staff and students are aware of takes this role within the school. A Trust wide disclaimer will be used on all staff emails stating that the views expressed are not necessarily those of the School/ Educational setting or Trust.
   - Time and resources should be provided for the Online-Safety Lead and staff to be trained and update policies, where appropriate.

- The Academy Head is responsible for promoting Online-Safety across the curriculum and has an awareness of how this is being developed, linked with the school development plan.
- The Academy Head should inform the Locality Committee Members about the progress of or any updates to the Online-Safety curriculum (via PSHE or Computing) and ensure Locality Committee Members
- know how this relates to safeguarding. At the Local Governor meetings, all Locality Committee Members are to be made aware of Online-Safety developments.

- The Locality Committee MUST ensure Online-Safety is covered within an awareness of safeguarding and how it is being addressed within the school. It is the responsibility of Locality Committee to ensure that all safeguarding guidance and practices are embedded.
- An Online-Safety Locality Committee Member (can be the Curriculum or Safeguarding Governor) ought to challenge the school with appropriate strategies which define the roles, responsibilities for the management, implementation and safety for using computing, including:

Challenging the school about having:

- Firewalls.
- Anti-virus and anti-spyware software.
- Filters.
- Using an accredited ISP (internet Service Provider).
- Awareness of wireless technology issues.
- A clear policy on using personal devices.
- Ensure that any misuse or incident has been dealt with appropriately, according to policy and procedures, an appropriate action is taken, even to the extreme of suspending a
- member of staff, informing the police (via establishment's agreed protocols with the police) or involving parents/carers.

3. **Local Online-Safety Lead**

It is the role of the designated Online-Safety Leader to:

- Appreciate the importance of online-safety within school and to recognise that all educational establishments have a general duty of care to ensure the safety of their pupils and staff.
- Establish and maintain a safe computing learning environment within the school/education setting or other establishment.
- Ensure that filtering is set to the correct level for staff and children, in the initial set up of a network, stand-a-lone PC, staff/children laptops and the website *or ensure the technician is informed and carries out work as directed*.
- Ensure that all adults are aware of the filtering levels and why they are there to protect children and young people.
- Report issues and update the Academy Head on a regular basis.
- Liaise with the PSHE, safeguarding and computing leaders so that policies and procedures are up-to-date to take account of any emerging issues and technologies.

- Update staff training (all staff) according to new and emerging technologies so that the correct Online-Safety information can be taught or adhered to.
- Transparent monitoring of the Internet and online technologies
- Keep a log of incidents for analysis to help inform future development and safeguarding, where risks can be identified.
- Work alongside the computing Lead and technician, to ensure there is appropriate and up- to-date anti-virus software and anti-spyware on the network, stand-a-lone PCs and teacher/child laptops and that this is reviewed and updated on a regular basis.
- Ensure that staff can check for viruses on laptops, stand-a-lone PCs and memory sticks or other transferable data files to minimise issues of virus transfer.

- Ensure that unsolicited e-mails to a member of staff from other sources is minimised by filter settings on emails. Refer to the staff handbook/ website for dealing with any issues arising from indecent or pornographic/child abuse images sent/received.
- Report overuse of blanket e-mails or inappropriate tones to the Academy Head.

4. **Staff or Adults**

It is the responsibility of all adults within the school to:

- Ensure that they know who the Senior Designated Person for Safeguarding is within school so that any misuse or incidents can be reported which involve a child.
- Where an allegation is made against a member of staff it should be reported immediately to the Academy Head/Senior Designated Person.
- In the event of an allegation made against the Academy Head, the Chair of Locality Committee must be informed immediately (following procedures outlined in the Whistle Blowing Policy.)
- In the event of an allegation made against the Principal/CEO, the Chair of Trustees must be informed immediately (following procedures outlined in the Whistle Blowing Policy.)
- Be familiar with the Behaviour, Anti-bullying and other relevant policies so that, in the event of misuse or an allegation, the correct procedures can be followed immediately. In the event that a procedure is unknown, they will refer to the Academy Head/Senior Designated Person immediately.
- Check the filtering levels are appropriate for their children and young people and are set at the correct level. Report any concerns to the Online-Safety Lead.
- Alert the Online-Safety Lead of any new or arising issues and risks that may need to be included within policies and procedures.
- Ensure that children and young people are protected and supported in their use of technologies so that they know how to use them in a safe and responsible manner. Children and young people should know what to do in the event of an incident.
- Be up-to-date with Online-Safety knowledge that is appropriate for the age group and reinforce through the curriculum.
- Use electronic communications in an appropriate way that does not breach the Data Protection Act 2018. Remember confidentiality and not disclose information from the network, pass on security passwords or leave a station unattended when they or another user is logged in.
- To ensure that CMAT central staff/ school office managers / staff follow the correct procedures for any

data required to be taken from the school/education setting or other establishment premises.

- Report accidental access to inappropriate materials to the Online-Safety Lead in order that inappropriate sites are added to the restricted list or control this with the Local Control options via your broadband connection.
- Use anti-virus software and check for viruses on their work laptop, memory stick or a CD ROM when transferring information from the internet on a regular basis, especially when not connected to the school/education setting or other establishment's network.
- Ensure that all personal storage devices (i.e. memory sticks) which are utilised by staff members to hold sensitive information are encrypted or password protected in the event of loss or theft.
- Report incidents of personally directed "bullying" or other inappropriate behaviour via the Internet or other technologies using the CMAT accident/incident reporting procedure in the same way as for other non-physical assaults.

5. Appropriate and Inappropriate Use by Staff or Adults

Staff members have access to the network so that they can obtain age appropriate resources for their classes and create folders for saving and managing resources. All staff should receive a copy of the Acceptable Use statement and a copy of the Acceptable Use Agreement, which they need to sign, return to the school/education setting or other establishment, to keep under file with a signed copy returned to the member of staff. The Acceptable Use Agreement will be displayed in the staff room as a reminder that staff members need to safeguard against potential allegations and a copy of this policy is provided to all staff for home use.

6. In the event of inappropriate use

If a member of staff is believed to misuse the internet in an abusive or illegal manner, a report must be made to the Principal / CEO / Academy Head / Senior Designated Person immediately and then the Managing Allegations Procedure and the Safeguarding Policy must be followed to deal with any misconduct and all appropriate authorities contacted.

7. Children and Young People

Children should be:

- Responsible for following the Acceptable Use Agreement whilst within school as agreed at the beginning of each academic year or whenever a new child attends the school.
- Taught to use the internet in a safe and responsible manner through Computing, PSHE or other clubs and groups.
- Taught to tell an adult about any inappropriate materials or contact from someone they do not know straight away, without reprimand (age and activity dependent).

Acceptable Use Agreements and the letter for children, young people and parents/carers are outlined in the Appendices. These detail how children and young people are expected to use the internet and other technologies within school/education setting or other establishment, including downloading or printing of any materials. The agreements are there for children to understand what is expected of their behaviour and attitude when using the internet. This will enable them to take responsibility for their own actions. For example, knowing

what is polite to write in an e-mail to another child, or understanding what action to take should there be the rare occurrence of sighting unsuitable material. This also includes the deliberate searching for inappropriate materials and the consequences for doing so.

School should encourage parents/carers to support the agreement with their child or young person. This can be shown by signing the Acceptable Use Agreements together so that it is clear to the school/education setting or other establishment that the agreement is accepted by the child with the support of the parent/carer. This is also intended to provide support and information to parents/carers when children and young people may be using the Internet beyond school/education setting or other establishment.

Further to this, it is hoped that parents/carers will add to future rule amendments or updates to ensure that they are appropriate to the technologies being used at that time and reflect any potential issues that parents/carers feel should be addressed, as appropriate. The downloading of materials, for example, music files and photographs need to be appropriate and 'fit for purpose' based on research for work and be copyright free.

In the event of inappropriate use, should a child or young person be found to misuse the online facilities whilst at school, the following consequences should occur:

- Any child found to be misusing the internet by not following the Acceptable Use Agreement may have a letter sent home to parents/carers explaining the reason for suspending the child or young person's use for a particular lesson or activity.
- Further misuse of the agreement may result in not being allowed to access the internet for a period of time and another letter will be sent home to parents/carers.
- A letter may be sent to parents/carers outlining the breach in Safeguarding Policy where a child or young person is deemed to have misused technology against another child or adult.

In the event that a child or young person accidentally accesses inappropriate materials the child should report this to an adult immediately and take appropriate action to hide the screen or close the window, so that an adult can take the appropriate action. Where a child or young person feels unable to disclose abuse, sexual requests or other misuses against them to an adult, they can use the Report Abuse button (www.thinkuknow.co.uk) to make a report and seek further advice. The issue of a child or young person deliberately misusing online technologies should also be addressed by the establishment.

Children should be taught and encouraged to consider the implications for misusing the internet and posting inappropriate materials to websites, for example, as this may have legal implications.

Remote Learning

USING GOOGLE CLASSROOM

The Trust will use 'Google Classroom' to host its online learning platform. Each class will have an online area where their class teacher will be able to upload work. Children will be able to access their work daily as well as being able to upload completed work for their teacher to mark. (Appendix 1-Instructions on how to use/set up etc)

- <u>Staff should:</u>

- Adhere to the school's procedures and policies (safeguarding, online safety and remote learning)
- Be appropriately dressed
- Computers used for teaching (live or recorded) should be in appropriate areas E.g. not in bedrooms and where ever possible against a neutral background.
- Ensure that a senior member of staff is aware that the online lesson/meeting is taking place and for what purpose.
- Avoid one to one situations when video conferencing
- Language will be professional and appropriate
- Only record a lesson or online meeting with a pupil where this has been agreed with a member of the Senior Leadership Team, and the parent/carer have given explicit written consent
- Be able to justify images of pupils in their possession
- Schools will risk assess to reduce known risk factors during live sessions
- Only allow access to know pupils/staff during live lessons

- Parents should:
  - Ensure that appropriate filter settings are used on devices pupils are using
  - Use appropriate language in the vicinity of live lessons
  - Be appropriately dressed
  - Report any concerns to the class teacher/ Senior Leadership team

- Pupils should:
  - Abide by their usual school/classroom rules
  - Be dressed appropriately
  - Use language appropriate to that of which is acceptable in the classroom
  - Use computers in appropriate areas E.g. not in bedrooms and where ever possible against a neutral background.
  - Report any concerns to the class teacher

8. The Curriculum and Tools for Learning

Internet Use, the school should teach children and young people how to use the Internet safely and responsibly. They should also be taught, through computing and/or PSHE lessons, how to research information, explore concepts and communicate effectively in order to further learning. The following concepts, skills and competencies should have been taught by the time they leave Year 6:

- Internet literacy.
- Making good judgements about websites and e-mails received.
- Knowledge of risks such as viruses and opening mail from a stranger.
- Access to resources that outline how to be safe and responsible when using any online technologies.
- Knowledge of copyright and plagiarism issues.
- File sharing and downloading illegal content.
- Uploading information – know what is safe to upload and not upload personal information.
- Where to go for advice and how to report abuse.

9. The National Curriculum is used to teach digital literacy and Online-Safety.

These skills and competencies are taught within the curriculum so that children and young people have the security to explore how online technologies can be used effectively, but in a safe and responsible manner. Children and young people should know how to deal with any incidents with confidence, as we adopt the 'never blame the child for accidentally accessing inappropriate materials' culture, in the event that they have accidentally accessed something.

10. Children's personal safety

Ensuring information uploaded to web sites and e-mailed to other people does not include any personal information such as:

- Full name (first name is acceptable, without a photograph).
- Address.
- Telephone number.
- E-mail address.
- School/education setting or other establishment.
- Clubs attended and where.
- Age or DOB.
- Names of parents.
- Routes to and from school/education setting or other establishment.
- Identifying information, e.g. I am number 8 in the school/education setting or other establishment Football Team.

Photographs should only be uploaded on the approval of a member of staff or parent/carer and should only contain something that would also be acceptable in 'real life'. Parents/carers should monitor the content of photographs uploaded. Images of children and young people should be stored according to policy.

Pupils with Additional Learning Needs, the school should strive to provide access to a broad and balanced curriculum for all learners and recognise the importance of tailoring activities to suit the educational needs of each pupil. Where a student has specific learning requirements, or poor social understanding, careful consideration is given to the planning and delivery of Online-Safety awareness sessions and internet access.

11. Trust and School Website

The uploading of images to the school/education setting or other establishment website should be subject to the same acceptable agreement as uploading to any personal online space. Permission ought to be sought from the parent/carer prior to the uploading of any images. Settings should consider which information is relevant to share with the general public on a website and use secure areas for information pertaining to specific audiences.

12. E-mail Use

The school should have E-mail addresses for children to use, as a class and/or as individuals as part of their entitlement to being able to understand different ways of communicating and using computing to share and

present information in different forms.

Individual E-mail accounts can be traced if there is an incident of misuse whereas class e-mail accounts cannot, especially for older users. Staff and children should use their school/education setting or other establishment issued e-mail addresses for any communication between home and school. A breach of this may be considered a misuse. Parents/carers are encouraged to be involved with the monitoring of E-mails sent, although the best approach with children and young people is to communicate about who they may be talking to and assess risks together.

Teachers are expected to monitor their class use of E-mails where there are communications between home and school, on a regular (weekly or as necessary) basis. Where an establishment has a network manager, there is an expectation that monitoring software is used to flag up inappropriate terms and that a senior member of the team has an overview of potential issues on a regular basis – refer to the Monitoring section for further information.

13. Electronic Devices

Staff should be allowed to bring in personal devices for their own use, but must not use personal numbers to contact children and young people under any circumstances. Staff must ensure that there is no inappropriate or illegal content stored on the device and should be aware that using features, such as video or sound recording, may be subject to the same procedures as taking images from digital or video cameras.

Staff should be aware that games consoles such as the Sony play station, Microsoft Xbox, Nintendo Wii and DSi and other such systems that have Internet access which may not include filtering, before use within school, authorisation should be sought from the Academy Head and the activity supervised by a member of staff at all times. The school/education setting or other establishment is not responsible for any theft, loss or damage of any personal mobile device.

14. School Mobile/Laptops/Tablets Devices

The management of the use of these devices should be similar to those stated above, but with the following additions:

Where the establishment has provided a mobile device to a member of staff or parent, such as a laptop, PDA or mobile phone, only this equipment should be used to conduct school business outside of the school environment. It should also be policy to ensure that children and young people understand the use of a public domain and the consequences of misuse. Relevant curriculum links should be made to highlight the legal implications and the involvement of law enforcement.

15. Video and Photographs

Permission must be sought prior to any uploading of images to check for inappropriate content. The sharing of photographs via weblogs, forums or any other means online should only occur after permission has been given

by a parent/carer or member of staff.

Any photographs or video clips uploaded should not have a file name of a child, especially where these may be uploaded to a school website. Photographs should only ever include the child's first name although safeguarding guidance states either a child's name or a photograph but not both.

Group photographs are preferable to individual children and young people and should not be of any compromising positions or in inappropriate clothing. The School will decide how photographs will be used, including where they will be stored (central location which could be viewed by anyone) and when they will be deleted.

It is current practice by external media such as local and national newspapers to include the full name of children and young people in their publications. Photographs of children should only be used after permission has been given by a parent/carer.

16. Video-Conferencing and Webcams

Taking images via a webcam should follow the same procedures as taking images with a digital or video camera. Permission should be sought from parents and carers if their child is engaged in video conferencing with individuals or groups outside of the school.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with further complex needs or in situations of crisis. This will be decided and approved by the Academy Head, in collaboration with the class teacher. Individual schools will carry out a risk assessment for live teaching/meetings with pupils to mitigate the levels of risk associated with these sessions, these risk assessments will be shared with all staff members

Only agreed video-conferencing providers should be used by the school, E.g. Google classroom
Children need to tell an adult immediately of any inappropriate use by another child or adult.
Staff members MUST be the last person to leave the video conference call.
All Video-Conferencing should have an educational purpose

17. Managing Social Networking and Other Web 2.0 Technologies

Staff and pupils are encouraged to think carefully about the information which they provide on such websites and the way in which it can be manipulated when published (examples of which include Facebook, Twitter and Instagram). In response to this issue the following measures should be put in place:

- The school should control access to social networking sites through existing filtering systems. Students are advised against giving out personal details or information, which could identify them or their location (e.g. mobile phone number, home address, school, groups or clubs attended, IM and E-mail address or full names of friends).
- Students are discouraged from posting personal photos on social networking sites without considering how publicly accessible the information is and the potential for misuse. Advice is also given regarding background

images in photos, which could reveal personal details (e.g. house number, street name, school/education setting or other establishment uniform).

- Pupils are advised on social networking security and recommendations made for privacy settings to be activated to 'Friends only' for all applications to restrict unsolicited access. The importance of passwords and blocking of unwanted communications is also highlighted.
- The school should be aware that social networking can be a vehicle for cyber bullying. Pupils are encouraged to report any incidents of bullying to the school/education setting or other establishment allowing for the procedures, as set out in the anti-bullying policy, to be followed.

18. Social Networking advice for Staff, Trustees and Locality Committee Members

Social networking outside of work hours, on non-school/education setting or other establishment-issue equipment, is the personal choice of all school staff. Owing to the public nature of such websites, it is advisable for staff to consider the possible implications of participation. The following advice should be considered if involved in social networking:

- Personal details are never shared with pupils such as private E-mail address, telephone number or home address. It is recommended that staff ensure that all possible privacy settings are activated to prevent students from making contact on personal profiles. The simplest and most effective way to do this is to remove details from search results and turn off public visibility.
- Staff should not engage in personal online contact with students outside of Trust / school authorised systems (e.g. school E-mail account for homework purposes).
- Staff should ensure that full privacy settings are in place to prevent students from accessing photo albums or personal information.
- Staff are advised against accepting invites from colleagues until they have checked with them in person that the invite is genuine (avoiding fake profiles set up by students).

19. Safeguarding Measures

SAFEGUARDING AND SECURITY –Google Classroom

Safeguarding is The Trust's priority, all of the recommended safeguards have been put in place.
For more detailed information about Google Classroom's security settings and permissions please see Appendix 1.

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 your class teacher/Academy Head

Reporting an issue for pupils:

• Speak to a trusted adult
• Click the 'Online Safety Concern' click CEOP https://www.ceop.police.uk/safety-centre/
• Contact Childline 0800 1111

Staff, children and young people are required to use the personalised learning space and all tools within it, in an acceptable way. Please refer to the Acceptable Use Agreement for Staff and children and young people for the appropriate use of the school and Trust systems.

The broadband connectivity has a filter system which should be set at an age appropriate level so that inappropriate content is filtered and tools are appropriate to the age of the child. All filtering should be set to 'No Access' within any setting and then controlled via:

- Portal Control (controls filtering at local site level) which controls individual access to the Internet. This also links to the criteria 'Schedule 11' of Level Four site filtering to qualify for access to the broadband services.
- Local Control – controls access to websites and provides the option to add to a 'restrComputinged list'.
- The Academy Head should sign a disclaimer stating agreement to the filtering levels being maintained as part of the connectivity to broadband requirements. In the event that the site level is not set to 'No Access', the Academy Head and Locality Committee Members should write a letter to the Trust Board to explain how they intend to safeguard their children and young people. The filtering system across the schools are set at the lowest level, which is the safest available. Staff only wishing to access websites which fall outside this level, for example 'YouTube', can do so by accessing an override proxy.
- Anti-virus and anti-spyware software is used on all network and stand-alone PCs or laptops and is updated on a regular basis.
- A firewall ensures information about children and young people and the school/education or other establishment cannot be accessed by unauthorised users.
- The 'skin' of the online personal space is age appropriate and only tools appropriate to the age of the child are available.
- Children should use the Google search engine which has the Safe Search option
- Links or feeds to e-safety websites are provided.
- For older children and young people, the Report Abuse button is available should there be a concern of inappropriate or malicious contact made by someone unknown. This provides a safe place for children and young people to report an incident if they feel they cannot talk to a known adult.
- CEOP (Child Exploitation and Online Protection Centre) training for secondary children and young people (and Year 6 Primary children) is annual and part of the PSHE curriculum for raising awareness on staying safe and being responsible. A link to the www.thinkukknow.co.uk website is part of the skin layout for further advice and information on children or young people's personal online spaces. Encryption codes on wireless systems prevent hacking.

20. Tools for Bypassing Filtering

Web proxies are probably the most popular and successful ways for students to bypass Internet filters today, identifying a cause for concern amongst school/education setting or other establishments, where children and young people can access the Internet. Web proxies also provide an anonymous route through filtering safeguards in existence on networked facilities, allowing users to navigate through potentially harmful or inappropriate content.

A web proxy is capable of hiding the IP address of the user and opening unrestricted and, in cases, unidentifiable channels through which material can be viewed. The most common use of this tool amongst students is to access social networking features, gaming websites or information of an adult nature- all of which is blocked through the school/education setting or other establishment's filtering system.

Students and staff are forbidden to use any technology designed to circumvent, avoid or bypass any school/education setting or other establishment security controls (including internet filters, antivirus solutions or firewalls) as stated in the Acceptable Use Agreement.

Violation of this rule will result in disciplinary or in some circumstances legal action. Please refer to the 'Staff Procedures Following Misuse by Staff/Children and Young People' sections of this document.

It is worth noting however, that block banning of student's computing or internet access can be severely disruptive to learning across the curriculum and can also affect lesson planning and should only be applied in the most serious breaches.

21. School/Education Setting or Other Establishment Library

The computers in the school/education setting or other establishment library should be protected in line with the school/education setting or other establishment network.
Where software is used that requires a child login, this ought to be password protected so that the child is only able to access themselves as a user. Children and young people should be taught not to share passwords. The same acceptable use agreement applies for any staff and children and young people using this technology.

22. Parents – Roles

Each child or young person should receive a copy of the Acceptable Use Agreement on an annual basis or first-time entry to the school which needs to be read with the parent/carer, signed and returned to school, confirming both an understanding and acceptance of the agreement.

It should be expected that parents/carers will explain and discuss the agreement with their child, where appropriate, so that they are clearly understood and accepted.

Schools should keep a record of the signed forms.

Acceptable Use Agreement

for Staff, Locality Committee Members and Visitors

This agreement applies to all online use and to anything that may be downloaded or printed.

All adults within the school/education setting or other establishment must be aware of their safeguarding responsibilities when using any online technologies, such as the internet, E-mail or social networking sites. They are asked to sign this Acceptable Use Agreement so that they provide an example to children and young people for the safe and responsible use of online technologies. This will educate, inform and protect adults so that they feel safeguarded from any potential allegations or inadvertent misuse themselves.

- I know that I must only use the school/education setting or other establishment equipment in an appropriate manner and for professional uses.
- I understand that I need to give permission to children and young people before they can upload images (video or photographs) to the internet or send them via E-mail.
- I know that images should not be inappropriate or reveal any personal information of children and young people if uploading to the internet.
- I have read the Procedures for Incidents of Misuse so that I can deal with any problems that may arise, effectively.
- I will report accidental misuse.
- I will report any incidents of concern for a child or young person's safety to the Principal/CEO, Academy Head, Senior Designated Person or Online-Safety Lead in accordance with procedures listed in the Acceptable Use Policy.
- I know who my Senior Designated Person is.
- I know that I am putting myself at risk of misinterpretation and allegation should I contact children and young people via personal technologies, including my personal E-mail. I know I should use the school/education setting or other establishment e-mail address and phones (if provided) and only to a child's school/education setting or other establishment e-mail address upon agreed use within the school/education setting or other establishment.
- I know that I must not use the school/education setting or other establishment system for personal use unless this has been agreed by the Principal/CEO, Academy Head and/or Online-Safety Lead.
- I know that I should complete virus checks on my laptop and memory stick or other devices so that I do not inadvertently transfer viruses, especially where I have downloaded resources.
- I will ensure that I follow the Data Protection Act 2018 and have checked I know what this involves.
- I will ensure that I keep my password secure and not disclose any security information unless to appropriate personnel. If I feel someone inappropriate requests my password I will check with the Online-Safety Lead prior to sharing this information.
- I will adhere to copyright and intellectual property rights.
- I will only install hardware and software I have been given permission for.
- I accept that the use of any technology designed to avoid or bypass the school/education setting or other establishment filtering system is forbidden. I understand that intentional violation of this rule may result in disciplinary procedures being initiated.
- I have been given a copy of the Acceptable Use Policy to refer to about all Online-Safety issues and procedures that I should follow.
- I have read, understood and agree with these Agreement as I know that by following them I have a better understanding of Online-Safety and my responsibilities to safeguard children and young people when using online technologies.

Signed: _____ **Date:** _____

Name (printed): _____ **Role:** _____

School/education setting or other establishment: _____

Pupil Online-Safety Agreement

This is my agreement for using the internet safely and responsibly.

- I will use the internet to help me learn.
- I will learn how to use the internet safely and responsibly.
- I will only send E-mail messages that are polite and friendly.
- I will only E-mail, chat to or video-conference people I know in the real world or that a trusted adult has approved.
- Adults are aware when I use online tools such as video conferencing.
- I agree never to give out passwords or personal information like my full name, address or phone numbers.
- I agree never to post photographs or video clips without permission or that I will not include my full name with photographs.
- If I need help I know who I can ask and that I can go to www.thinkuknow.co.uk for help if I cannot talk to a trusted adult.
- If I see anything on the internet that makes me feel uncomfortable, I know what to do.
- If I receive a message sent by someone I don't know, I know what to do.
- I know I should follow these guidelines as part of the agreement with my parent/carer.
- I agree to look after myself and others by using my internet in a safe and responsible way.

Name: _____

Signed: _____

Dated: _____

Document Control

Changes History

Version Date	Amended By	Details of Change
Feb 2021	HOSWISA/S. Collins	Updates and to include remote learning

Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	CEO & Principal	Electronic signature	24.11.2016
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	14.5.2016

Equality Impact Assessment

Date	Name	Details

END OF DOCUMENT

Appendix 1

USING GOOGLE CLASSROOM
The Trust will use 'Google Classroom' to host its online learning platform. Each class will have an online area where their class teacher will be able to upload work. Children will be able to access their work daily as well as being able to upload completed work for their teacher to mark.

SETTING IT UP
As a parent or guardian, you will be sent/re-issued a joining email to the email address you have registered with the school. The email will include your child's secure email address; this email will be followed by another email providing a temporary password. Once you receive both emails you will be able to set up your child's access to Google Classroom. The first time you log on you will be directed to set a new password, please keep this information secure. The Google Classroom administrator will be able to reset passwords during the school closure/bubble closure/lockdown; this can be requested by emailing the administrator directly. Your School administrator, and other relevant contacts, are listed at the end of this policy.

Lost or Forgotten Password
If you or your child forgets the password, you can email administrator for a password re-set using the email we have registered for you as your school communication email. The Administrator will be able to check that you are emailing from a known email connected to the pupil who needs a password re-set. They will aim to provide a re-set within 24 working hours. Please bear in mind that, at times, staff will be working in our Educational Centres and this may affect response times.

Please note, any work submitted late due to a lost password will not be marked.

Google classroom can be accessed via tablet or a PC that is able to access the internet. Both Apple and Android have an app that you can use if you choose to. The Trust understands that not everyone will have access to the internet or suitable equipment.

ACCESS TO INTERNET/EQUIPMENT
Individual Schools are looking at ways that they can support pupils to access home learning if pupils cannot get access to Google Classroom. In some cases, the School might be able to arrange the loan of equipment, if this is not possible then a pack of paper resources might be provided. Alternatively, Schools may place a list of resources and online learning sites on the School website for children to access. Please contact the listed administrator at the end of the policy if you would like to discuss these alternatives.

LEARNING – WHAT TO EXPECT

Curriculum Content
Online learning cannot fully replace or replicate the sort of learning that takes place in a

classroom. Quality learning requires an in-depth knowledge of each pupil and is most effective when there is the opportunity for 'learning conversations' with teachers, support staff and other pupils in the class. Teachers use these interactions to plan for future learning for pupils in their class. Whilst we acknowledge that the online platform can-not replicate a real classroom experience it is our intention that it will support pupils, parents and carers to continue with some aspects of their learning and give them a continued contact with their school via their teacher.

On the first day of any period of Home Learning pupils will be provided with information and activities about internet safety. Teachers are also asked to include a weekly reminder about internet safety.

Each school day class teachers will upload 'learning opportunities' planned in line with current curriculum plans. The learning opportunities will take many different forms including, PowerPoint Presentations, clips explaining new learning, work sheets, reading activities, set writing tasks and suggestions about other activities pupils could complete. Teachers will also provide pupils with links to relevant online learning that will support their current learning. Each day your child should receive an English and Maths lesson/task, suitable link to further learning and another suggested learning activity in another subject such as history or geography.

The learning will be uploaded to your child's SPECIFIC NAME OF INDIVIDUAL WORK AREA, any work that can be marked will be uploaded to SPECIFIC NAME OF INDIVIDUAL WORK AREA. Teachers will mark any work that has been made available for online marking. The deadline for pupils to upload any completed work will be stated on the site when the work is uploaded (no later than 11pm on the same day as teacher has uploaded the work) the expectation is that this work is then marked within 24 hours. Unfortunately, late submissions will not be marked.

Response Time and Core Hours
Teachers will be working their usual hours during this closure period, however please note that teachers will also be deployed to our Trust Schools, may themselves have caring responsibilities or may fall unwell. Whilst we will aim for teachers to respond to emails and work submitted within 24 hours, it might not always be possible – understanding during this period will be appreciated. During the school closure/lockdown, if you have any concerns or questions regarding the provision of the online classroom please contact an Administrator, see details below.

Personalisation
When work is uploaded to Google Classroom your child will receive work that is specifically designed to meet their needs, this includes pupils with SEND. Pupils cannot see what work has been set for others. As with any classroom if you were concerned about any work that has been set you can discuss this with the class teacher by contacting PLEASE INSERT CONTACT NAME(S) (see details below).

School Leaders and Academy Heads are responsible for monitoring the quality of education and learning at their School(s), this expectation is the same with Google Classroom.

Pupil/Parental
If a Teacher is off sick where ever possible the School Leader will arrange for another teacher to upload work to the classroom. We will aim to arrange this within 2 working days.

However, it should be noted that any replacement teacher, just as in a live classroom will not have the same level of knowledge of your child and their learning.

Parents are offered the opportunity to support their child with home learning through Google Classroom. The Trust strongly recommends that if you choose not to use the platform that you continue to read with your child and encourage them to practice their maths and writing skills.

Contact details of Administrators

PLEASE ADD DETAILS

Administrator 1

Administrator 2

GSuite for Home Learning

As a Trust we use 'G Suite for Education' - a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Currently only the staff access G Suite and we have been using it since the start of the Trust in 2016. As part of our response to the closure of schools due to the Covid-19 pandemic we have decided to expand the use of the G Suite to provide home learning to all pupils.

During the closure period pupils will be able to use their G Suite accounts to complete home learning, have work marked and follow links to online educational learning sites.

We use a special version of the core GSuite Apps to provide a secure learning intranet for our pupils and staff. Children will use a Gmail login to access Google Classroom. The Gmail login the pupils use cannot be shared with external email accounts, only with others within @INSERTSCHOOLEXTENTION - the school's Google domain. Google require only basic information to set up these accounts, your child's year group and name. Through Google Classroom, using their secure login at home, your child can continue working on their classroom learning throughout any school closure period.

Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child - they have a much higher security setting than our staff for example. We take advice on these settings from companies that advise us.

Google's Privacy Policy for GSuite can be found here:
https://policies.google.com/privacy/update

The information below from Google provides answers to common questions about what they can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in Reception-Year 6 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

G Suite for Education information for Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from pupils in connection with these accounts.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a pupil account, we provide Google with certain personal information about our pupils, including, for example, a name, email address, and password.

When a pupil uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and

- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in primary schools to target advertising?

No. For G Suite for Education users in primary and secondary schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We allow pupils to access Google Classroom and Google Mail, however the security setting will not allow them to email outside the school domain.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organisations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organisations or individuals outside of Google when it has parents' consent which may be obtained through G Suite for Education schools – including SCHOOL NAME. We would contact parents directly if Google ask for any examples of children's work etc.
- **With** INSERT SCHOOL NAME G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organisations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

Once you use the activation email and set up your child's account, you consent to the collection and use of your child's information by Google. If you don't use the activation email by 1.9.20 we will delete the G Suite for Education Account. G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting:

Southwold Primary School office 01502 723137 or admin@southwoldprimaryschool.org

If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your

child can also visit https://myaccount.google.com while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact:

Southwold Primary School office 01502 723137 or admin@southwoldprimaryschool.org

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center, the G Suite for Education Privacy Notice, and the Google Privacy Policy.

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement.