

# Online Safety Policy Update – COVID-19

During the COVID-19 outbreak during Spring 2020, school was closed to the majority of pupils for a number of weeks.

To maintain contact between staff and students, Microsoft Teams was set up to facilitate this. Microsoft Teams is part of the welearn365 package and as such can be used to contact staff and pupils of Warwickshire schools. Members of the public are not able to access this. Pupils have an individual login.

To monitor the use of the chat feature, all adults associated with a class are able to see the conversation as well as members of SLT and Mr Sutcliffe. Private chats between pupils, and between adults and pupils are disabled. However, clear guidance has been issued to staff and parents that this feature is NOT to be used.

All users of Teams must do in line with the Acceptable Use Policy published by Warwickshire County Council in March 2020 and the Staff Behaviour (Code of Conduct) Policy 2019.

To ensure safe transfer of information, user account details will be shared with parents via email.

## **We have asked all staff and students to observe the following when using Teams:**

- Children (and parents) should not contact staff through an audio or video call or through private messaging other than for pre-arranged meetings.
- All users should be courteous and respectful in all interactions.
- All users should be thoughtful and critical before sharing any information using Teams.
- All staff should report any safeguarding concerns via an electronic green form to Nicola Hetherington and Claire Stringer.
- Parents have been reminded about the importance of monitoring their children's internet usage in general, as well as ensuring they are respecting the guidance they have been given relating to Teams. Reminders will be sent to parents and children regarding appropriate use of Microsoft Teams on each newsletter.
- All staff devices continue to be monitored by WCC ICT (regardless of these devices being used off school site). Any contravention of the Acceptable Use Policy (including offensive language or inappropriate websites) will be screenshot and sent to WCC ICT. This information will then be shared with the headteacher and could result in disciplinary action.

## **Update October 2020**

Staff will be aware of all policies relating to safeguarding and use of ICT and act in accordance with them.

Virtual lessons must be timetabled and shared with SLT, who will be able to drop in on lessons at any time.

### **Teachers must:**

- Conduct any live lessons/Teams conversations with the same professionalism as they would a lesson/conversation in school.
- Ensure that all participants of the video call, and anyone else in the household, are suitably dressed.
- Calls should be made in suitable locations (i.e. not bedrooms) and background should be blurred during a video call.
- Be alert to signs of children being at risk or distressed and report any concerns to the DSL.
- Speak to parents/carers before one-to-one lessons/conversations begin, and before logging off.
- Ensure work is appropriate for all children – some will not have support when completing their work.
- Record the length, time, date and attendance of any sessions held.
- Keep lessons to a reasonable length to minimise screen time and to minimise disruption to the family. The teacher will determine this.
- Use only school provided equipment and school approved software (Teams) for communicating with children/families. Staff are aware that school devices are monitored.
- Live lessons will have the camera on the teacher, not the class.

### **Children/families must:**

- Ensure they (and all members of the household) are suitably dressed.
- Receive the lesson/call in an appropriate shared space in the house, not in bedrooms.
- **Not record a lesson without prior consent.**
- Be aware of school policies relating to Online Safety.
- Not interrupt teaching during live lessons, although parents can be present.
- Not share any personal information about the children or themselves on Teams. To inform the school of any personal information, please email the admin team ([admin2405@welearn365.com](mailto:admin2405@welearn365.com)).