

Online Safety Policy Update – COVID-19



Long Lawford
Primary School

Love, Learn, Persevere and Succeed

During the COVID-19 outbreak in Spring 2020, school was closed to the majority of pupils for a number of weeks. School was closed again to most pupils in January 2021.

To facilitate online learning and maintain contact between staff and students, Microsoft Teams was set up. Microsoft Teams is part of the welearn365 package provided through the Warwickshire ICT development service. Members of the public are not able to access this and pupils have an individual login.

To monitor the use of Teams, all adults associated with a year group are able to see the conversation as well as members of SLT, Mr Sutcliffe and the inclusion team who assigned to each year group. Private chats between pupils, and between adults and pupils are disabled.

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 2020.

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

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

- 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.
- Ensure that there are two adults present during Teams calls with pupils.
- 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 whether these devices are being used off 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 January 2021

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 Teams interaction 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.
- Make call from suitable locations (i.e. not bedrooms) and consider what may be in the background - backgrounds can 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 off as soon as possible.
- Ensure work is appropriate for all children – some will not have support when completing their work.
- Log the length, time, date and attendance of any sessions held.
- Keep lesson length up to 30 minutes to minimise screen time and to minimise disruption to the family. The teacher will determine this, depending on the year group and the length of time (up to 30 minutes) needed for each live lesson.
- 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/assemblies where some pupils are in school and some at home, will have the camera on the teacher, not the class.
- Lessons will open 5 minutes prior to the agreed time to allow students to chat amongst themselves.

Children/families must:

- Ensure they (and all members of the household) are suitably dressed.
- Receive any Teams call in an appropriate shared space in the house.
- **Not record a lesson without prior consent.**
- Be aware of school policies relating to Online Safety.
- Not interrupt during Teams calls, 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).