

Policy Updated: November 2020

Review Date: November 2021



## **Olney Infant Academy**

### **Computing, Social Media and E-safety Policy (including Remote Learning)**

#### **Aims of the policy**

- Pupils have equal access to devices to enable them to fully participate in the activities involved in remote learning
- Pupils can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- Pupils are responsible, competent, confident and creative users of information and communication technology
- Pupils have a safe computing environment through appropriate computing behaviours
- Pupils can continue their education remotely, using Microsoft Teams as a teaching and learning platform

#### **British Values within Computing**

Children at Olney Infant Academy demonstrate the following values whilst learning about Computing by:

##### **Democracy**

- Listening to everyone's ideas in order to form a majority.
- Working as part of a team and collaborating to use computing devices effectively.

##### **Rule of Law**

- Developing knowledge of lawful computing behaviours.
- Demonstrating respect for computing laws.

##### **Individual Liberty**

- Taking responsibility for our own computing behaviours.
- Challenging stereotypes and bias.
- Exercising rights and personal freedoms safely through knowledge of E-safety.

##### **Respect and Tolerance**

- Showing respect for other cultures when undertaking research using computing devices.
- Providing opportunities for pupils of all backgrounds to achieve in computing.

#### **Curriculum Organisation**

In KS1 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 is used as a platform in school as well as for children learning remotely. Remote teaching in the event of a whole class being at home will be delivered via Microsoft Teams. See also remote education guide to parents.

The Computing in the National Curriculum (2013) expectations split the teaching and learning of Computing into three strands (Computer Science, Digital Literacy and Information Technology). It is therefore important that children recognise the difference between what makes each one relevant to their future, as well as their everyday lives. High quality teaching of Computing, from Reception through to Year 2, utilises a combination of practical lessons and theory lessons designed to promote discussion and nurture understanding, which are also relevant to other areas of the curriculum such as PSHE and Citizenship.

### **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, pupils experience a variety of approaches to their learning including:

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

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 pupils. 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

### **Record Keeping and Assessment**

- Assessment is a central part of the learning process. 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

In light of the Covid-19 pandemic, there have been significant changes to the way in which education is delivered and this has provided children with additional skills as they become accustomed to a very different way of working.

## **Staff Development**

It is important to provide training for all staff to enable them to deliver the computing curriculum to their pupils. School based INSET training needs to be given to enable teachers to familiarise themselves with software and technology relevant to the school. All staff have access to Simply IT for support and a school based IT Technician for support and training.

Before working remotely, staff underwent training on how this would work in practice 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.

## **Internet and E-mail**

Staff should refer to the ICT Code of conduct and remind pupils of the Internet Code of Practice 'Think before you click' at the beginning of any lesson using these resources. All users (staff and pupils) should have received an Internet Code of Practice. These are kept in folders in the Headteachers office.

## **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>

## **Health and Safety**

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

- Short breaks are advised for staff who are working with screens for longer than 60 minutes at a time
- Make quick visual checks for frayed or trapped cables.
- All electronic devices are PAT tested annually.
- Any electronic device that is given to children to support their learning at home is tested 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.

## **Child Protection**

Staff should be aware of links to the school's Child Protection Policy, in terms of being safe on the internet.

- Staff will work effectively with partner agencies to seek advice support and guidance, drawing on multi agency expertise, knowledge and experience to support students at risk of harm including emotional and intellectual harm via social media and use of the internet.

- All staff should be aware of the school policy on e-Safety if possible, whether working in school or remotely, which sets out our expectations relating to:

- Creating a safer online environment
- Giving everyone the skills, knowledge and understanding to help children and young people stay safe online, question the information they are accessing and support the development of critical thinking
- Inspiring safe and responsible use and behaviour
- Use of mobile phones both within school and on school trips/outings
- Use of camera equipment, including camera phones
- What steps to take if you have concerns and where to go for help
- Staffs use of social media is set out in the Staff Code of Conduct

### **Copyright**

Unauthorised copying of software is illegal. Breach of copyright is theft. The prevention of unauthorised copying is the responsibility of the teacher, the Headteacher and the Governors. Staff can check with the IT Technician for full details about copyright.

### **Data Protection**

- All school staff devices are password protected
- All school devices are protected with antivirus and malware software
- No USB pen drives are to be used in school unless they have been checked by the IT Technician. Any USB drives brought in by visitors should be checked by the IT Technician before use.
- Passwords should be changed regularly. The system will inform users when the password is to be changed. Passwords must not be shared. Staff must always 'lock' the PC if they are going to leave it unattended. All users should be aware that the ICT system is filtered and monitored.

### **Reporting**

Incidents which may lead to child protection issues need to be passed on to the designated teacher immediately – it is their responsibility to decide on appropriate action not the class teachers.

Any staff member that believes a breach of GDPR regulations has been made needs to report using the GDPRIS platform and the designated Data Protection Officers for the school notified.

Incidents that are of a concern under the Prevent duty should be referred to the designated lead immediately who should decide on the necessary actions regarding safeguarding and the Channel Panel.

Incidents which are not child protection issues but may require intervention (e.g. cyberbullying) should be reported to the Headteacher and Designated Safeguarding Lead on the same day.

Allegations involving staff should be reported to the Headteacher. If the allegation is one of abuse then it should be handled according to the DFE document titled 'Dealing with allegations of abuse against teachers and other staff'. If necessary, the local authority's LADO should be informed. Evidence of incidents must be preserved and retained.

### **Social Media**

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 many benefits to be reaped. Social media and mobile phones/devices can be used by staff to upload videos and photos to the social media sites. It will also provide guidance for parents.

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

- A. The use of social networking sites by pupils 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 online bullying**
- F. The use of Microsoft Teams as a communication tool for remote teaching**

### **A The use of social networking sites by pupils 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 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, including Facebook and Instagram to name two.

### **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 never add pupils as 'friends' into their personal accounts (including past pupils 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, pupils, parents or colleagues including members of the Governing Body.
- Staff must not post information or opinions about Olney Infant Academy.
- 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 Headteacher in the first instance and may lead to disciplinary action.

### **C Use of social networking by staff in a professional capacity**

In accordance with the Media Permission Form, OIA staff may use pictures or videos taken on a school camera or mobile phone on any of Olney Infant Academy's social media. This includes the school website, blogs, Facebook, Twitter, Instagram and YouTube channel. Staff may also share learning resources and content via Microsoft Teams with children through their OIA accounts. For student protection online, a student's photo and last name will not appear together on school websites or any form of social media.

### **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. Methods of school communication include the website, parentmail, Twitter, YouTube and Facebook. Parents also 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 pupils, 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 Olney Infant Academy.

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

The school's Anti Bullying Policy sets 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 Governing Body will contact the parent asking them to remove such comments and seek redress through the appropriate channels and will send a letter. The Governing Body understands that, "There are circumstances in which police involvement is appropriate. These include where postings have a racist element or where violence is threatened or encouraged." Furthermore, "Laws of defamation and privacy still apply to the web and it is unlawful for statements to be written...which:

- expose (an individual) to hatred, ridicule or contempt
- cause (an individual) to be shunned or avoided
- lower (an individual's) standing in the estimation of right-thinking members of society or
- disparage (an individual in their) business, trade, office or profession." (National Association of Headteachers)

### **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 have their backgrounds blurred if at home. 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 should not take screenshots of staff during video meetings and post on social media.

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 Policy**

Children have their photographs taken to provide evidence of their achievements for their development records (The Early Years Foundation Stage, EYFS 2017) 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.

In accordance with the Media Permission Form, pictures and videos of pupils learning and achievements using a school camera (including iPad) and personal mobile phones can be taken. These images can be used in school or on any Olney Infant Academy social media for reasons including advertising or celebration of work. The images need to be deleted when they have been uploaded.

### **Procedures**

- Under the data protection act of 1998 school must seek parental consent to take photographs and videos. Photographs will be stored on the school network which is password protected until the school ceases to operate, should this occur then all photographs will be shredded or deleted from the school network. Photographs can also 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 obtained via the Media Permission Form.
- Often photographs may contain other children in the background.
- 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 must not post photographs or videos containing other children on social media websites. (See Policy above).
- Visitors may only use their phones in the foyer 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 school apart from designated areas – staffroom, office, headteacher office

## Appendices



### Computing Code of Conduct

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download, or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to a member of school staff.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to a member of school staff.

#### **During Remote Learning:**

- I will blur or change my background during video meetings.
- I will use the raise hand feature during a meeting when I want to speak.
- I will ensure that my camera is angled to only show my face.
- I will be mindful of the things I write on the class chat.
- I will not set up my own personal Teams.
- I will only contact my teacher during school hours, and this will only be for academic reasons.
- I will not share the details of any other children's names that I see on Teams.

I understand that my internet use at OIA and when using Microsoft Teams will be monitored and logged and can be made available to the school staff. I understand that these rules are designed to keep me safe and that if I choose not to follow them, Olney Infant Academy may contact my parents/carers.

**A signature is not required for this document, the terms herein are confirmed by all parties upon receipt.**





## **Home-School Agreement – Remote Teaching**

Schools are most successful where a genuine partnership exists between children, teachers, and partners.

### **Our school will:**

- Provide a continuous connection with your child, via Microsoft Teams, to offer them routine, care and support.
- Continue to nurture your child through daily contact to ensure that they are happy, safe and well during these unsettling times.
- Teach daily live lessons and continue the curriculum for every year group.
- Endeavour to support you with any technical difficulties that you may be experiencing.
- Respond to any concerns you may have in a timely manner, within school hours.

### **I, as a parent/carer will:**

- Ensure my child to engages with their teacher daily in order to scaffold their routine, care and support.
- Keep my microphone muted and encourage my child to do the same during a live class.
- Support the whole class live experience by responding to teachers only when I have been asked a question.
- Use the 'chat function' to ask the teacher a question if my query is urgent and allow the teacher time to respond.
- Encourage my child to use the 'chat' function for academic questions only, in order to enhance the support the teacher can offer them (Year 2).
- Ensure my child's background is blurred.
- Ensure that any document uploaded by the teacher does not get moved to another location or edited.
- Ensure that any queries I have regarding my child's academic tasks are directed to the class teacher within school hours.
- Ensure that any queries I may have regarding Microsoft Teams are directed to the email address: [admin@olneyinfant.org](mailto:admin@olneyinfant.org)
- Offer understanding and support to teachers who, as key workers, are continuing to provide care and routine for my child in these difficult circumstances.

### **I, as a pupil of Olney Infant Academy will:**

- Keep my microphone muted during a live class.
- Blur my background.
- Use the 'chat' function to ask my teacher a question that is related to my work.
- Engage with my teachers daily so that they know I am happy, safe and well during isolation at home

### **Possible sanction for failure to comply with this agreement:**

- Removal of access to Microsoft Teams for your child/children

**A signature is not required for this document, the terms herein are confirmed by all parties upon receipt.**



## Media Permissions Form

Olney Infant Academy is committed to keeping your children safe. In line with the Data Protection Act 1998, GDPR (May 2018) and national guidelines re e-safety, we have a duty of care to inform you about usage of, and ask for your permission to use, any images or video footage of your child.

Digital images and video footage are an integral part of our collaborative learning and are used daily throughout Academy life to celebrate achievement. Research has shown that creativity, motivation, partnership and communication are improved through their use.

This form is asking permission to use photos that include your child and video footage that includes your child in the following ways:

Agree    Disagree

- |                          |                          |                                                                                                                                                                                                          |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. On the Academy web site                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. In the school prospectus and other printed publications that the Academy may produce for promotional purposes                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Recorded/transmitted on a video or webcam                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. In display material that may be used in communal areas                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. In display material that may be used in external areas, e.g. an exhibition promoting the Academy                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. General media appearances, e.g. local/national media/press releases (NB once the Academy submits images and information to the media we have no control on when, where, if or how they will be used). |

Please indicate your permission **by each point.**

Please note:

- This consent form is considered valid for the entire period that your child attends this Academy unless there is a change in the child's circumstances where consent could be an issue
- Parents/Carers may withdraw permission, in writing, to the Principal at any time
- Pupils' full names will not be published alongside their image and vice versa. If names are to appear (e.g. local press) then individual permission will be sought
- E-mail and postal addresses of pupils will not be published
- Digital images/videos taken by other parents at such events as Christmas concerts, sports day and other such events are allowed and are not covered by this agreement. The school cannot be held responsible for what happens with such images/videos
- All digital work at school is underpinned by our acceptable user policies; these can be read at any time via the school website and are available from the school office

Please complete and return this complete letter to the Academy Office. Thank you.

<b>Name of Child</b>	
<b>Class</b>	
<b>Parent / Carer Signature</b>	
<b>Parent / Carer Name in Block Capitals</b>	
<b>Date</b>	