Online Teaching and Learning Policy

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Changes Made	

Technological hardware and software is developing continuously with an increase in functionality of devices that people use. The majority of children use online tools to communicate with others locally, nationally and internationally.   Access to the internet and other tools that technology provides are an invaluable way of finding, sharing and communicating information.

Ropley CE Primary School, at times, asks students and parents to access the internet to learn at home and this policy outlines our procedures to provide support and guidance for the safe use of the internet. While technology itself is not harmful, it can be used by others to make children vulnerable and to abuse them.

With the current speed of on-line change, some parents and carers have only a limited understanding of online risks and issues. Parents may underestimate how often their children come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. Some of the risks could be:
- unwanted contact
- grooming
- online bullying
- digital footprint

For Parents and Carers

At Ropley CE Primary school we have provided guidance for parents/carers on our website which outlines acceptable use for the way parents allow children to work online at home.

Links to websites that support our children's learning can be found on our website. Please note, that while we take all reasonable care to check that websites are suitable for children, we cannot be held responsible for external website content.

Introduce the following rules to help your children safe online:
• **Children should be supervised whenever they are online. Computers and tablets should not be used in children's bedrooms.**
• **Teach your child to close the screen and get an adult if they see anything online that upsets them.**
• **Put parental controls in place**
• **Remind your child about not sharing personal information online**
• **Use safe search engines such as swiggle.org.uk or kids-serch.com**
• **Do not allow your child to use live-streaming sites unsupervised**

It is important that your children can stay in touch with their friends at this time. We are aware that some children have access to chat apps and are in groups. Lots also have opportunities to talk via Xbox live and PlayStation. Please help them to make good choices and be kind when using these. If something happens that upsets them, show them how to 'leave a group' and encourage two way phone calls or private messaging between them and one of their friends at a time.

Useful websites:
Internet Matters www.internetmatters.com for lots of great advice on keeping your child safe online
Child Exploitation and Online Protection. https://www.ceop.police.uk/ceopreporting/ Use this link to report sexual exploitation, grooming or abuse online to the police.

1. Classroom teaching and learning activities delivered throughout the year in computing lessons as per our E-safety curriculum. These activities provide pupils with the tools to make advised decisions when playing and working online.

2. Whole school 'Safer Internet Day' event which is carried out every year. These assemblies and further lessons reinforce key internet safety messages with our pupils.

3. School website 'E Safety' tab where up to date documents and links are stored for access by families and staff.

4. Staff training which can be in the form of staff meetings around internet safety approaches to be taken with children.

5. Discussions between staff and parents in response to cyberbullying incidents. Central to the school's anti-bullying policy is the principle that 'bullying is always unacceptable' and that 'all pupils have a right not to be bullied'. Ropley CE Primary School also recognises that it must take note of bullying perpetrated outside school which spills over into the school; therefore, once aware, we will respond to any cyber-bullying we become aware of carried out by pupils when they are away from the site. Cyber-bullying is defined as 'an aggressive, intentional act carried out by a

group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.'

By cyber-bullying, we mean bullying by electronic media:
•   Bullying by texts or messages or calls on mobile 'phones
•   The use of mobile 'phone cameras to cause distress, fear or humiliation
•   Hijacking/cloning e-mail accounts
•   Making threatening, abusive, defamatory or humiliating remarks in on-line forums

Staff at Ropley CE Primary School will immediately contact parents should an accusations of cyberbullying be reported. If we become aware of any incidents of cyberbullying, we will need to consider each case individually as to any criminal act that may have been committed. The school will pass on information to the police if it feels that it is appropriate or is required to do so.

6.   Newsletter articles providing up to date advice on how to add parental controls or adjust apps and games to make them safer to use. Also newsletter passages to remind parents and carers about the games their children are playing online to help them identify whether they are appropriate.

7.   Extra communication with parents/carers during the lockdown period reinforces the importance of children being safe online.

8.   Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In Ropley CE Primary school's communications with parents and carers, we emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

•   Internet matters - for support for parents and carers to keep their children safe online
•   London Grid for Learning - for support for parents and carers to keep their children safe online
•   Net-aware - for support for parents and careers from the NSPCC
•   Parent info - for support for parents and carers to keep their children safe online
•   Thinkuknow - for advice from the National Crime Agency to stay safe online
•   UK Safer Internet Centre - advice for parents and carers

Grooming
Online grooming is the process by which one person with an inappropriate sexual interest in children will approach a child online, with the intention of developing a relationship with that child, to be able to meet them in person and intentionally cause harm.

Via the above channels, Ropley CE Primary school has built awareness amongst children and parents about ensuring that the child:

- Only has friends online that they know in real life
- Is aware that if they communicate with somebody that they have met online, that relationship should stay online.

Via our website and newsletters, Ropley CE Primary School support parents to:
- Recognise the signs of grooming
- Have regular conversations with their children about online activity and how to stay safe online

Ropley CE Primary School raises awareness by:
- Including awareness around grooming as part of our curriculum
- Identifying with parents and children how they can be safeguarded against grooming.

Should any parent, student or staff member notice anything that could be a sign of grooming they should immediately report it to the school Designated Safeguarding Lead and/or report the incident on the CEOPS site. https://www.ceop.police.uk/ceop-reporting/ or contact Childline on 0800 1111

<u>Staff</u>
As well as guidance provided by the school for families, the school also provides the following guidance for staff making use of online interactions.

Online reputation
Online reputation is the opinion others get of a person when they encounter them online. It is formed by posts, photos that have been uploaded and comments made by others on people's profiles. It is important that children and staff are aware that anything that is posted could influence their future professional reputation. The majority of organisations and work establishments now check digital footprint before considering applications for positions or places on courses.

Communication with parents and pupils
At Ropley CE Primary school, any pupil or parent wanting to make contact with members of staff should do so via the shared administration email account or by telephoning the school office. Any responses to such correspondence is again to be sent via the shared administration email account. This is to prevent both parties from opening private lines of communication which could present unnecessary risk. During any School Closure period, parents may contact teachers via their school email address during specified periods during the school day. Any abusive or inappropriate emails will be sent on to the headteacher to manage appropriately.

When required, at Ropley CE Primary School we create and publish 48 hours worth of home learning provision on the school website. Teachers can answer questions about this via email. In order to protect staff and families from any allegations of safeguarding contraventions, the school does not endorse the use of video conferencing or live streaming to interact with individual pupils in their own homes. Similarly, Ropley CE Primary School staff should not be posting or replying to posts on social media regarding school business. If

a parent or pupil seeks out Ropley CE Primary School staff for private messaging it would be appropriate to redirect such correspondence to members of staff present at school during a lock down period or via the shared administration email account. This level of transparency of communication is for the protection of pupils, parents and staff.

Online learning activities
At Ropley CE Primary School we have developed a balanced approach to home learning based on the following principles:

Home learning should:
- Ensure that the detrimental impact on children's learning is minimised
- Use high quality, reliable and safe online providers
- Be sustainable for the school in the event of staff becoming unwell and being unable to set activities
- Be manageable for staff by developing a collaborative approach to curricular activities
- Be manageable for parents through offering support and guidance and allowing siblings to work together on some activities
- Take account of the impact of the current situation on mental health and wellbeing and not put undue pressure on children or families
- Ensure that there is a balance between online and off line activities

When selecting online teaching and learning activities for pupils to carry out at home, staff will do their best to gather them from trustworthy sources. Care should be taken that associated advertising around free websites used should be age –appropriate for the pupils who are being asked to access the website. Should any new information come to light regarding the content or advertising on a particular site, the staff member should immediately seek to take down the document or web link from the website or contact someone who is able to do so.