



Danesfield School

Computing, Social Media and E-Safety Policy (including Remote Learning)

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AIMS

- 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 can continue their education remotely, using Microsoft Teams as a teaching and learning platform.

CURRICULUM ORGANISATION

Throughout KS1 and KS2, 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 involves each class receiving daily calls with a teacher or teaching assistant, to give instructions for the work that day and explaining anything that is required, allowing children to join in and ask questions where necessary.

When remote teaching, live video lessons will occur at times that reflect a normal school day. All lessons will be recorded so that they are available to any children who are unable to access the lesson live.

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 the Microsoft Educator Centre and staff will all be given time to complete their Microsoft Education badges. All staff are expected, and supported, to become Microsoft Innovator Educator Experts.

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 at the beginning of any lesson using these resources. This should be included as a lesson objective. All users (staff and pupils) will have agreed to the ICT Code of Conduct.

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:

- All staff will be trained in Health and Safety (Display Screen Equipment) through Educare training
- Screen protection glasses are issued to all staff to support eyesight, especially when staff are working with screens continually
- 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. The following points are taken from our Child Protection Policy-

- 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, 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. There is a piece of software for each machine on which it is installed. Staff can check with the computing subject leader for full details about copyright.

DATA PROTECTION

- All school devices are password protected
- All school devices are encrypted to disable the use of USB memory sticks
- All school devices are protected with antivirus and malware software

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 Danesfield Primary School.
- 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, Danesfield staff may use pictures or videos taken on a school camera or mobile phone on any of Danesfield School'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 Danesfield accounts.

For student protection online, a student's photo and last name will not appear together on school or District 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, emails, 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 Danesfield School.

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

The school's Behaviour 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. 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 are not allowed to have mobile phones in school. If children bring a phone to school, they should take it to their class teacher, where it will be kept until the end of the school day.

Children have their photographs taken to provide evidence of their achievements for their development records (The Early Years Foundation Stage, EYFS 2007) 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 or learning pad) and personal mobile phones can be taken. These images can be used in school or on any Danesfield 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 are printed in the setting by staff and images are then removed from the camera memory.
- 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 video 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 mobile phone cameras is prohibited in toilets.