Safeguarding Guidance on Online Learning and Video Conferences

The Student

- Students must not log onto a virtual learning session unless a parent or responsible adult is present.
- The student is expected during the session to adhere to the school's normal expectation on behavior and appropriate language.
- Students should ensure they are dressed appropriately for video online sessions e.g. not in pajamas. Wearing normal school uniform would be desirable.
- Students should not contact the teacher outside the lesson session unless it is via the school secure learning platform /email system or via their parents, who will use their email address.
- Students should report any dispute or inappropriate behavior with a teacher to a parent/responsible adult this should then be reported to the schools Senior Leadership team.
- Be aware that where possible the sessions are recorded and monitored by the schools Senior Leadership Team.

Students will not deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language or sexual discussion intended to provoke a sexual response
- Violence
- Information on, or encouragement to commit any crime
- Racism
- Information on making or using weapons, booby traps, dangerous practical jokes or "revenge" methods
- Any other material that the student's parents or guardians have forbidden them to see
- The Internet must not be used for commercial purposes or for profit.
- The Internet must not be used for illegal purposes such as spreading computer viruses or distributing/receiving software that is not in the public domain.
- It is inappropriate to act as though you intend to break the law e.g. by attempting to guess a password or trying to gain unauthorised access to remote computers. Even if such attempts are not seriously intended to succeed, they will be considered serious offences.
- Interactive use of the Internet should ensure that there is no possibility of the transmission of viruses or programs, which are harmful to another user's data or equipment.
- Copyright is a complex issue that is not fully resolved as far as the Internet is concerned. It is customary to acknowledge sources of any material quoted directly and it is a breach of copyright to transmit another user's document without their prior knowledge and permission. This includes the use of images and text. It is safest to assume all content on web sites is the legal property of the creator of the page unless otherwise noted by the creator.

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Throughout the Internet there are accepted practices known as Netiquette, which should be followed. The following points should be noted:

- Use appropriate language and be polite in your messages. Do not be insulting, abusive, swear or use vulgarities.
- Never write hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviours. Therefore no messages should contain obscene comments, threats, sexually explicit material or expressions of bigotry or hate.
- Do not reveal your personal address or the phone numbers of students or colleagues.
- Note that email is not guaranteed to be private. All school emails are filtered for inappropriate content. Messages containing inappropriate content are automatically reported to the ICT Manager.

Parent/Carer

The parent / responsible adult should:

- Be responsible for the welfare of their child during the session.
- Always be responsible for the physical environment of the student during the session ensuring it is safe and appropriate. Students should join virtual sessions from a common space in their house where parents and responsible adults can easily supervise sessions i.e. they should not be located in their bedroom.
- Ensure that students are dressed appropriately for video online sessions e.g. not in pajamas. Wearing normal school uniform would be desirable.
- Ensure any concerns encountered by the student is reported as soon as possible to the Senior Leadership of the school.
- Ensure the student is behaving in an appropriate manner in line with normal school expectations.
- Ensure communication between the student and teacher regarding the learning is only made via the school learning platform or using the teacher's school email.
- General emails between parents and teachers should be sent via the Engage portal and not via Microsoft Teams platform.
- Be aware that where possible the sessions are recorded and are monitored by the schools Senior Leadership Team

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