



# e-Safety Policy and Procedures

Approved by Governors Sept 2024

To be reviewed annually

To be reviewed Sept 2025

Governor print \_\_\_\_\_

Governor signed \_\_\_\_\_

Date \_\_\_\_\_

## **Effective Practice in e-Safety**

E-Safety depends on effective practice in each of the following areas:

- ◇ Education for responsible ICT use by all staff and pupils;
- ◇ A comprehensive, agreed and implemented e-Safety Policy;
- ◇ Use of a secure, filtered broadband (e.g. Trust Net Broadband);
- ◇ A school network that complies with the National Education Network standards and specifications.

The range of issues classified within e-safety is considerable, but can be categorised into four areas of risk:

Content: being exposed to illegal, inappropriate or harmful material

Contact: being subjected to harmful online interaction with others

Conduct: personal online behaviour that increases the likelihood of, or causes harm

Commerce: being exposed to inappropriate commercial advertisement

## **Writing and reviewing the e-Safety Policy**

The e-Safety Policy is part of the school's procedures for keeping children safe and relates to other policies including those for bullying and child protection:

- The DSL for the school, who is the Pastoral Manager, and the Curriculum Lead for Computing are responsible for e-Safety in school.
- The e-safety policy will be reviewed at least annually.

## **Teaching and Learning**

**Why the Internet and digital communications are important:**

- The Internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The school has a duty to provide pupils with high quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

**Internet use will enhance learning**

- The school's Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use which will be age appropriate.
- The Education for a Connected World framework describes the Digital knowledge and skills that children and young people should have the opportunity to develop at different ages and stages of their lives. It highlights what a child should know in terms of current online technology, its influence on behaviour and development, and what skills they need to be able to navigate it. It focuses specifically on eight different aspects of online education: 1. Self-image and Identity 2. Online relationships 3. Online reputation 4. Online bullying 5. Managing online information 6. Health, wellbeing and lifestyle 7. Privacy and security 8. Copyright and ownership. This framework will be used as part of our SRE curriculum.
- Pupils will be educated in the effective use of the Internet to research, including the skills of retrieval and evaluation in accordance with the age of the pupil.
- Pupils will be shown how to publish and present information to a wider audience.

**Pupils will be taught how to evaluate Internet content:**

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content by primarily using the Child Exploitation and Online Protection Centre (CEOP) "Report Abuse" icon or by using the "Report" options on social media sites.
- Pupils will be taught to report incidences immediately to a member of staff and to keep all relevant evidence.

### **Remote/Blended Learning:**

- Keeping pupils and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the school's staff handbook will apply.
- All children have been provided with a Microsoft 365 Teams account. This is to enable them to access live Teams lessons during a school or bubble closure.
- The school has access to all students' accounts and can block students' access to Microsoft Teams if they do not act appropriately.
- School laptops and iPads are available to those children who require them. Parents must sign a loan agreement for these (appendix 7) and a log of these will be kept.
- To ensure safer working for staff and students, any live sessions delivered through teams will have a minimum of two members of staff present. Where a member of staff is alone, will be recorded and saved.
- Where education is having to take place remotely due to coronavirus (COVID-19), it's important for schools, teachers and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils, schools should: communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff), communicate through the school channels approved by the senior leadership team, use school email accounts (not personal ones), use school devices over personal devices wherever possible, advise teachers not to share personal information
- Teaching from home is different from teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background.
- Where pupils are required to remain at home (for example, if pupils need to self-isolate or there are local restrictions) helping parents, carers and pupils to make a weekly plan or structure is important. These plans should include time for education, playing and relaxing to reduce stress and anxiety.
- Schools may seek advice from the following websites (outlined in Appendix 8) and these should be shared with parents and carers to keep their children safe online.

### **Managing Internet Access**

#### **Information system security:**

- IT security is the responsibility of SIPS, the school's IT support company.
- School ICT systems' security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

#### **E-mail:**

- Pupils have their own user area within school which is accessed using an email address in the format [firstname.lastname@jtpschoool.org](mailto:firstname.lastname@jtpschoool.org). These email addresses are only to be accessed in school and for learning purposes only. Leaders, teachers and SIPS are aware of the login credentials for each child's account and access can be blocked if the account is not being used appropriately.
- Pupils must be taught to immediately tell a trusted adult if they receive any form of offensive/inappropriate e-mail and not to delete any evidence.
- Pupils are taught not to reveal their personal details or those of others in e-mail communication
- Pupils are told not to meet in person anyone they met online without specific permission or a responsible adult present
- Pupils are taught that incoming e-mail should be treated as suspicious and attachments not opened unless the author is known

#### **Published content and the school web site:**

- Staff or pupil personal contact information will not be published.
- Only the school's office contact details should be given online.

#### **Taking and storing images:**

- Images of pupils will only be taken on school cameras and iPads.
- Images need to be stored securely on devices. It is important to note that images downloaded onto laptops and then subsequently deleted, although they appear to be deleted, the file may not have been removed from the hard drive. If issues arise deleting images of pupils, this needs to be referred to the SIPS technical using [it@sips.co.uk](mailto:it@sips.co.uk)
- Staff iPads are to be passcode locked to ensure no unauthorised personnel access any images taken using the iPad.
- Photos of children are stored securely on the school's server. Only authorised employees are able to access, retrieve and add images to these folders. Photos can only be accessed when on the school network.

#### **Publishing pupils' images and work:**

- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. (Consider using group photographs rather than full-face photos of individual children.)
- Pupils' full names will never be used anywhere on the school website or other on-line space, particularly in association with photographs.
- Photographic consent is obtained from parents or carers when a pupil starts at Joseph Turner Primary. This happens when parents or carers complete the SS12 (admissions) form regarding publishing photographs/digital and video images of pupils on the school website. Parents are given a copy of the SS12 form which includes publishing photographs/digital and video images consent to review annually. Parents can change their preference for consent at any time and as many times as they want to.
- Work can only be published with the permission of the pupil and parents/carers.
- Each class teacher to have an up to date class list of authorised and unauthorised consent for pupils' images on school website. This is to be kept in planning files for reference.
- Children and staff will use Sharepoint as a journal to publish work online. Children have individual login details for this and this can be used in school. Pupils will use this to publish work.

#### **Social networking and personal publishing:**

- Guidelines how to educate staff, pupils and parents in the safe use of social networking are part of e-Safety training and education. Relevant training and updates are provided at least annually and sooner if needed.
- Pupils and staff will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Parents will be informed of their responsibilities in respect of Social Networking and the minimum age for users most Apps and social media platforms is 13 years old and therefore no primary age pupils should be on social media. This is done via the school website and workshops that take place annually in school on Safer Internet Day. School will also engage with the local PCSO's to deliver these messages in school.
- Staff will receive relevant information regarding social media updates which they are then to share with the children.
- Any significant update to social media will be displayed on the e-safety page of the school website to inform parents/carers.

#### **Managing filtering:**

- The school will work with the Sandwell Local Authority and a managed filtering system (Trustnet Broadband) to ensure systems in place to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-Safety lead.
- SLT, the Curriculum Lead for Computing and SIPS will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- The DSL, Lucy Cutler and Computing Lead Scott Sefton are responsible for filtering and monitoring. Reports will be produced by SIPS IT, three times a year.
- Our filtering system blocks harmful and inappropriate content without impacting on teaching and learning.
- SENSo our monitoring system produces a weekly report about inappropriate content without impacting on teaching and learning.

#### **Managing emerging technologies:**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before their use in school; and clear boundaries will be set.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new access route to undesirable material and communications.
- Use of staff's personal mobile phones is forbidden.
- The appropriate use of VLEs/Learning Platforms will be reviewed as the technology becomes available within the school.
- The educational benefits of mobile technology need to be encouraged but not misused.

#### **Protecting personal data:**

- Personal data will be recorded, processed, transferred and made available according to GDPR Act 2018

#### **Policy Decisions**

##### **Authorising Internet access:**

- All staff must read and sign the Acceptable User Policy for Staff. **Appendix 1**
- All class teachers, parents and pupils must sign the school Home-School e-Safety agreement. **Appendix 2**
- Pupil access to the Internet will be with adult supervision and will only access specific, approved on-line materials.
- Any person not directly employed by the school will be asked to sign an Acceptable Use Policy for Visitors before being allowed to access the internet from the school site **Appendix 3.**

##### **Assessing risks:**

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. Neither the school nor Sandwell Local Authority can accept liability for any material accessed or any consequences of Internet access.
- The school should regularly review the provision of ICT in school to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

##### **Handling e-safety complaints:**

- All Complaints of Internet misuse/illegal activity will be dealt with by the Headteacher. All illegal activity including images will be referred immediately to the police. The Headteacher does not need to see the evidence. **The computer/device/room should be secured. It should not be switched off - the police should be called immediately.** Viewing material of a complaint that could potentially be illegal contaminates and possibly implicates the Headteacher in the crime. The act of opening the activity/image may change any date information stored on the computer; contaminating it.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. (**Appendix 4** displays a flowchart of responses to an incident of concern.)
- Pupils and parents will be informed of the complaints procedure. (See school's complaints procedure policy.)
- Pupils and parents will be informed of consequences for pupils misusing the Internet.
- Discussions will be held with the West Midlands Police to establish procedures for handling potentially illegal issues. (West Midlands Police Non-emergencies and enquiries: Telephone: 0345 113 5000.)

##### **Community use of the Internet:**

- The school will liaise with local organisations to establish a common approach to e-safety in conjunction with the e-Safety pledge.

#### **Communications Policy**

##### **Introducing the e-Safety policy to pupils:**

- All pupils will have their say in the e-safety guidelines we use in school in the form of a vote conducted by the School Governors.
- e-Safety Loudmouth guidelines will be posted in all rooms where computers are used and discussed with pupils regularly **Appendix 5**.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- A programme of training in e-Safety will be developed, based on the materials from the Child Exploitation and Online Protection Centre (CEOP.)
- Rewards for positive Internet use and sanctions for inappropriate Internet use both in and out of school hours are clearly stated and understood by all users.
- e-Safety training will be embedded within the curriculum.
- All children and young people require safe opportunities to understand the risks and benefits of the Internet and to balance these in their everyday use.
- An e-safety assembly will be delivered to key stages 1 and 2 annually. This assembly will be planned by the Computing Lead and delivered by the current School Pupil Governors.
- An annual visit from local Police Community Support Worker's will reinforce e-safety messages to key stage 2 children and appropriate use of social media.
- The Joseph Turner Online Home Agreement will be shared with the children regularly when they are taking part in learning from home to remind them to keep safe when online (appendix 9).

#### **Staff and the e-Safety policy:**

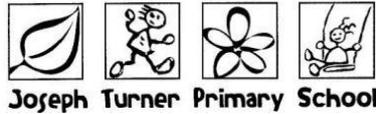
- All staff will be given the School's e-Safety policy and emphasise its importance.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work using the guidance and procedures for reporting issues.
- Staff will always use a child friendly, safe search engine when accessing the web with pupils e.g. "Google Kids" or "Kidrex.org"
- Regular e-Safety training will be part of the school's Continuing Professional Development (CPD) programme.
- Buying and ordering of goods online is monitored, managed, and agreed by the Headteacher.

#### **Enlisting parents' and carers' support:**

- Parents' and carers' attention will be drawn to the school's e-Safety policy in newsletters, annual Parent Workshops and on the school's web site.
- The school will maintain a list of e-Safety resources for parents/carers **Appendix 6**. Relevant e-safety guidance and resources can also be found in the e-safety section of the school's website.
- The school will ask all new parents to sign the parent /pupil home-school e-safety agreement when their child is first enrolled at the school.
- The school will deliver e-safety workshops for parents to attend – at least once a year on Safer Internet Day. Content will include current e-safety issues, appropriate apps to children, champion safe Internet usage, give information on parental controls and how to report a concern,
- The school will make parents' aware of the apps and their age restrictions that children are using. For example:

App	Age Limit
Facebook	13 years old
Twitter	13 years old
Instagram	13+ years old
YouTube	13+ to comment on or share videos
Skype	Users are encouraged to be 13+ years old
WhatsApp	16 years old
KiK	17 years old
Oovo	13 years old
Snapchat	13 years old
Tik Tok	13 years old

## Appendix 1



### Internet Acceptable Use Agreement– Staff

#### Security

Each individual is responsible for the security and use of their username and password for all logins. You are **not allowed to use** any account, username or password of anybody else. You **must not give** your username or password for any logins to anyone else. If you suspect that your username and/or password for any login have been tampered with you should report it to the Head Teacher.

#### Communication

When communicating with others via the internet you must:

- be professional
- respect other people's feelings
- immediately report any offensive messages sent to you
- understand that e-mail messages you receive or send may be read by others

Use of videos or photographs of children on the school website without parental consent is not permitted.

#### School Staff

- Emails sent to and from school email addresses will be monitored.
- Any inappropriate use of the email facilities will be recorded and reported to the Head Teacher.
- Staff will ensure that all email content is appropriate.
- Any messages that cause concern regarding a child's wellbeing should be reported to the Child Protection lead immediately. (Messages should be kept in this instance as evidence).
- Reasonable measures need to be taken to ensure data protection.

#### Parents

Will be aware that:

- All images on the school website are the property of the school.
- Images on the school website must not be copied.
- They must not expect confidentiality - Emails sent to the school may be shared with a number of staff. (However, staff will respect the content)

#### General Internet Use

When using school computers or accessing the internet through school systems you must:

- NOT post anything offensive.
- NOT intentionally access offensive websites.

If offensive sites are accessed they must be closed immediately and reported to the Head Teacher and ICT support.

#### Social Networking

- Staff will ensure any accounts on social networking sites have the highest level of security settings possible.
- Staff are to ensure they do not add parents or children (from school) as friends on social networking websites. (Staff to consider the age limits for social networking sites.)
- Staff will ensure that any content they upload to social networking websites is appropriate.
- Joseph Turner school name should not be used/identified on any sites or accounts.

#### **Signed**

Staff Member \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

# Home-School E-Safety User Agreement



At Joseph Turner Primary School we aim to provide a safe environment for all our pupils. As technology and its uses are developing we have a duty to ensure our students are protected whilst using Internet connected devices and are aware of the dangers we all face when using a computer.

This agreement has been designed to ensure children are safe when using technology both in and outside of school. It is important that pupils, parents and staff work together to ensure the safety of our children when using the Internet.

**PLEASE READ, SIGN AND RETURN THIS LEAFLET TO YOUR CHILD'S CLASS TEACHER**

## Teacher Agreement

To keep my pupils safe when using the internet in school...

I will demonstrate high expectations when using the internet and internet connected devices.

I will clearly explain the dangers of using the Internet to my pupils.

I will thoroughly research appropriate websites and videos which we will use to enhance our learning, before the lesson.

I will keep parents informed on any e-safety incidents or updates.

I will ensure that all content used in our lessons complies with the copyright law.

Signed: .....

Child Agreement

To keep myself safe whilst using the internet at home and in school...

I will only use the school's computers for schoolwork.

I will ask permission from an adult before using the Internet and will not visit Internet sites I know to be restricted by the school.

I will only e-mail people my teacher or parent has approved.

The messages I send, or information I upload, will always be polite and sensible.

I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.

I will not give out personal information - such as my name, address, phone number, or e-mail - or send photographs or videos to people I don't know and trust.

I will not arrange to meet someone I have only been in touch with online, unless I have my parent's or carer's permission and they can be present.

I will keep all my login and password details secret.

If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher/ responsible adult.

Parent Agreement

To keep my child safe whilst using the internet at home...

I will monitor their internet use and advise them on age appropriate sites to use.

I will make them aware of the steps to take to if they feel in danger when using the internet at home.

I understand the possibilities of cyberbullying and will make my child aware of the meaning of cyberbullying.

I will use social media for its intended purpose.

I will ensure any content that my child uploads to the internet is appropriate.

I will regularly check the school website for e-safety updates.

I will contact the school if I have any issues or worries regarding e-safety.

Signed: .....

### Appendix 3

#### Staff, Governor and Visitor Code of Conduct for ICT

To ensure that members of staff, governors and visitors are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. The school's e-safety policy should be read for further information and clarification.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the Head Teacher and that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with the school policy and with written consent of the parent/carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carer or staff member and the Headteacher.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the e-Safety Coordinator, the Designated Child Protection officer / Head Teacher.
- I will ensure that electronic communications with pupils including email, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- I will not give out my own personal, such as mobile phone number and personal e-mail address to pupils.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

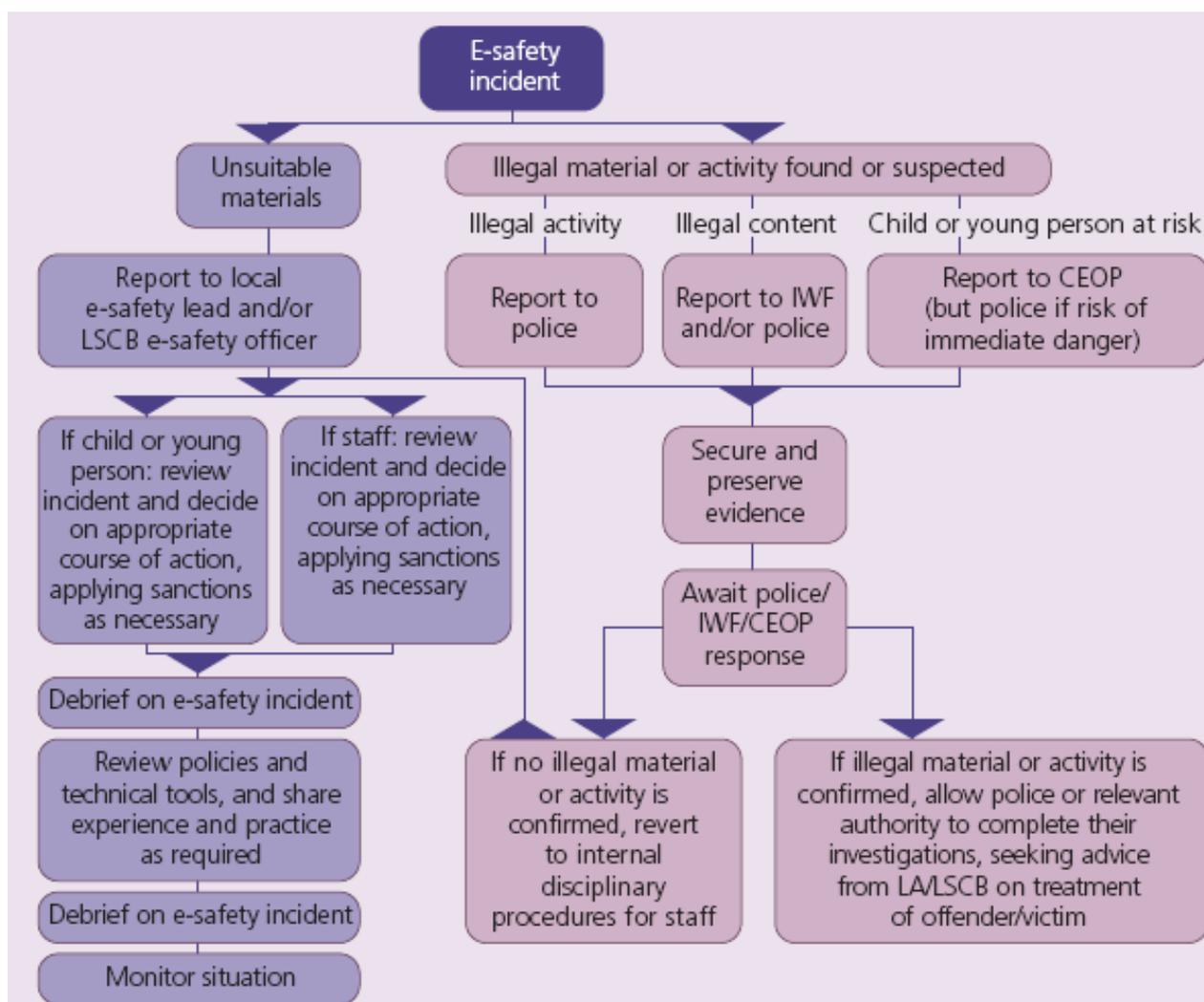
**I have read, understood and accept this Code of Conduct for ICT.**

Signed: ..... Date: .....

Full Name: ..... (Printed)

Job Title/Role: .....

**Appendix 4: Flowchart for responding to e-safety incidents**



(Figure reproduced from Becta - *Safeguarding children online: a guide for Local Authorities and Local Safeguarding Children Boards*, page 27, appendix B)

## E-Safety Guidelines



### Flag It -

Tell a trusted adult.

Talk to ChildLine on 0800 1111



### Block It -

You can block people on Facebook and other social media websites.

You can also block email addresses and phone numbers.



### Zip It -

Don't give out personal information

Passwords, addresses, school or

information should be kept personal.



### Save It -

Save a copy of all evidence. Do not delete anything.

Screen shots, pictures, print-outs.



### Cool It -

Don't retaliate. You could get into

trouble, especially if the bully saves all your replies and deletes what they sent.

## Appendix 6: Useful resources for parents

Parent Zone

[www.parentzone.org](http://www.parentzone.org)

Care for the family

[www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf](http://www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf)

Childnet International "Know It All" CD

<http://publications.teachernet.gov.uk>

Family Online Safe Institute

[www.fosi.org](http://www.fosi.org)

Internet Watch Foundation

[www.iwf.org.uk](http://www.iwf.org.uk)

Kent leaflet for parents: Children, ICT & e-Safety

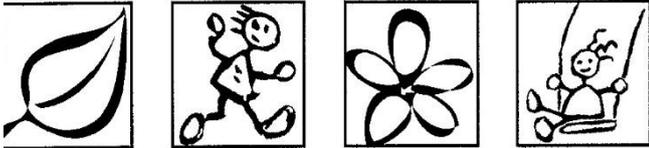
[www.kented.org.uk/ngfl/ict/safety.htm](http://www.kented.org.uk/ngfl/ict/safety.htm)

Parents Centre

[www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)

Internet Safety Zone

[www.internetsafetyzone.com](http://www.internetsafetyzone.com)



## **Joseph Turner Primary School**

**Headteacher: Mrs L Collins**

Dear Parent / Carer of \_\_\_\_\_

Please find below an ICT Equipment Loan Agreement which should be carefully read before signing.

This information is required to ensure that the equipment is covered under the Department of Education RPA insurance scheme.

### **ICT EQUIPMENT LOAN AGREEMENT**

Agreement made between Joseph Turner Primary School and the parents/carers of \_\_\_\_\_ (pupil name)

Joseph Turner Primary School agree to loan the equipment listed below, only on the condition that the listed conditions are met. Failure to comply will result in the termination of the loan agreement.

#### **Equipment borrowed:**

**Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_

1. For the purposes of this document the ICT equipment includes any additional hardware and/or software provided.
2. The ICT equipment remains the property of Joseph Turner Primary School at all times. It is loaned to the pupil named above only on the condition that he/she agrees to comply with the restrictions listed.
3. The ICT equipment is only for use by the named pupil whilst he/she is on roll at Joseph Turner Primary School and is unable to attend school due to recommended guidance. When he/she is able to return to school, ICT equipment must be returned.
4. This ICT equipment must not at any time be loaned to or used by any other party.
5. At no time must any software be installed on the ICT equipment without the written permission of the school. This also applies to the downloading of applications from the Internet.
6. The ICT equipment should be used in line with our school's acceptable use policy.

7. The school must be notified of any damage to the ICT equipment immediately after damage occurs or is identified.
8. Under no circumstances should any repairs be attempted or the ICT equipment case opened by anyone other than authorised manufacturers, County Council or school approved engineer.
9. It is expected that the ICT equipment will be used regularly at home. If this ICT equipment is no longer required it should be returned to the school.
10. Reasonable steps must be taken to ensure the safe transport and storage of the ICT equipment.
11. The ICT equipment must never be left unattended in a motor vehicle.
12. The school may require access to the ICT equipment for software installation, necessary maintenance or repairs.
13. It is expected that this ICT equipment will be used for school/course work and not for recreational purposes. Disregard of this could result in the termination of this agreement and the return of the ICT equipment.

### **E-safety**

Please ensure you are aware and abide by our school's acceptable use policy. When being used at home it is the Parents/Carers responsibility to ensure appropriate safe use.

#### **Parents/Carers Declaration:**

I have read the agreement and will take all reasonable steps to ensure the safety and security of the ICT equipment and assist our child in complying with the restrictions listed.

**Name:**

**Address:**

**Signature/s:**

**Date:**

**Student:**

I have had the restrictions above explained to me and I agree to abide by them to the best of my ability.

**Name:**

**Signature:**

**Date:**

**Headteacher:**

I have read the agreement and will take all reasonable steps to ensure the safety and security of the ICT equipment and assist in complying with the restrictions listed.

**Name:**

**Signature:**

**Date:**

## **Appendix 8**

- [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice
- guidance on [staying safe online](#) which includes information on security and privacy settings
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

## Appendix 9

### Pupils' Agreement Statements



## Online Home Learning Agreement



- Find a quiet space, without distractions to fully focus
- Take care of any school equipment you may have
- Show respect to each other by listening when others are speaking
- Registers - cameras on/microphone off, so we can see who is ready to learn
- Keep your microphone off when the teacher is talking/modelling activity
- Keep camera on, raise hands up if you have a question
- Log onto your SeeSaw Account ready to complete activity
- Save and upload to SeeSaw or class emails
- Remember, your camera is on and we'll be looking for Dojo points and Home Learning Heroes!!
- Presentation - Please ensure we will be able to clearly see your work
- If your work is sent back, please respond to pinks and feedback and resend it to us
- Have a break after each activity, grab a drink or snack and go to the toilet
- Speak to an adult if you are stuck or worried about something
- Stay isolated and stay safe!



## Parent Home Learning Agreement

### Remote Learning Agreement 2021

Dear Parents and Carers,

During this time of home learning, at Joseph Turner Primary School, we aim to provide a safe online learning environment for all our pupils. It is now a legal requirement for children to access remote learning, in our school this in the form of daily Teams live lessons, Seesaw activities or work packs. As we are primarily using technology as our main resource to deliver an enriched curriculum, we have a duty to ensure our students and staff are protected whilst using Internet connected devices. This may mean that some of our live Teams lessons may be recorded for safeguarding purposes. This agreement has been designed to ensure children are safe when using technology to continue with their learning online. It is important that pupils, parents and staff work together to ensure the safety of our children when using the Internet. Our school will: - Provide a continuous connection with your child, via Microsoft Teams and Seesaw. - Continue to nurture your child through regular contact when at home to ensure that they are happy, safe and well. - 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: - Encourage my child to engage in their daily Teams session with their teacher in order to maintain their routine, care and support. - During live classes keep my microphone muted and encourage my child to do the same. - Support the whole class live experience by responding to teachers only when I have been asked a question. - Use the 'chat' or 'hands up' functions 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 appropriately and for academic questions only. - Encourage as much independent learning time as possible to motivate children to apply skills taught during their Teams sessions. - Ensure that any document uploaded by the teacher does not get moved or shared to another location or edited. - Ensure that any queries I have regarding my child's academic tasks are directed to the class teacher using their class email within school hours. - Offer understanding and support to teachers. - I understand that some live sessions on Microsoft Teams may be recorded for safeguarding purposes. - Not post or publish any content from Teams on any other site or on social media. - Not record, post or publish any videos from Teams to any other person, site or on social media. - I understand that if my child does not attend a Teams meeting, unless otherwise notified, I will receive a welfare call from my teachers. -If my child has borrowed a school device, I will ensure they treat it with care and respect at all times. I, as a Pupil of Joseph Turner Primary School will: - Keep my microphone muted during a live class. - Use the 'chat' or 'hands up' function only to ask my teacher a question that is related to my work. - I will follow the school expectations at all times when learning remotely. -My behaviour, interactions and engagement will be polite and respectful at all times. - Engage with my teachers daily so that they know I am happy, safe and well. - Not record, post or publish any videos from Teams to any other person, site or on social media. -If I have borrowed a school device, I will treat it with care and respect at all times. - I understand that this is a new way of working and that I need to focus even harder and really apply my listening skills to make the most of my learning.

Required

1.I (Parent) confirm that I have read and agree to the above parental agreement

Yes

No

2.I (Parent) confirm that my child is aware of and agrees to the above Pupil agreement

Yes

No

3.Please state the first name and surname for your child/children.