



# **Online Learning Protocol & Expectations - Information for Pupils & Families**

## **1. Introduction**

1.1. In these unprecedented times, our school recognises that there may well be occasions throughout the academic year when school will need to be either fully or partially closed to pupils and staff. The health and safety of our pupils and staff is our highest priority. We will continue to follow government and Public Health England guidelines and advice and will monitor the situation closely while ensuring that we provide full coverage of the curriculum for all our pupils. In light of this, we have updated our procedures to reflect our current working practices and provision.

1.2. This document should be read in conjunction with relevant policies including but not limited to:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Behaviour Policy and its addendum
- Peer on Peer Abuse/Anti Bullying Policy
- Acceptable Use of ICT Policy
- Staff Code of Conduct
- Whistleblowing Policy

1.3. We expect all pupils to behave responsibly using ClassDojo and to value the unique learning opportunities it brings.

1.4. With the safeguarding of all members of our community a priority, we trust everyone will understand and endorse the the principles of acceptable use outlined in this document.

1.5. This protocol is in line with Department for Education (DfE) guidance 'Behaviour and discipline in schools', which states that 'teachers' powers to discipline include the power to discipline pupils even when they are not at school'.

## **2. Expectations/Code of Conduct for Remote Learning for all pupils**

- I will only use ClassDojo for school educational purposes as directed by my teacher.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using ClassDojo. This includes the resources I access and the language that I use.
- I will make sure that all my communication with other pupils, teachers or others who are using the technology is responsible and appropriate.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher who will follow the correct in-school safeguarding protocols. If my session finishes and I haven't reported it, I will inform my parent/carer so that they can contact school.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at the school
- I will not use or take photos of my classmates or teachers from ClassDojo or the school website.
- I will not share any school content on social media or online platforms.
- I understand that when using ClassDojo that my use can be monitored and logged and can be made available to my teachers and the Strategic Leadership Team.
- I will continue to follow the rules regarding my use of online technology as outlined in the school's ICT Acceptable Use Policy which can be found on the school website.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.



- A reminder of expectations:
  - Do not share any private information over ClassDojo. If you have a pastoral/safeguarding concern, contact the school via phone or email.
  - You should never be in a 1 to 1 discussion with a member of staff over ClassDojo. This is for parents/carers and teachers only.

### 3. Further Rules and Guidelines for Pupils

- 3.1. It is strongly recommended that you follow the teacher's instructions for each day as far as possible.
- 3.2. Please complete tasks as they are set for each day. Depending on the circumstances, teachers will aim to be available when they would normally be teaching you in order to answer questions. If this is not possible then work will be set through ClassDojo.
- 3.3. If you do not engage with home learning set by the school then families will be contacted in the first instance to determine if support is required to access ClassDojo. Follow up calls may be required should you continue to not complete work set.

### 4. Online Safety

- 4.1. Keeping pupils and teachers safe during remote education is essential. It is especially important for parents and carers to be aware of the websites children will be asked to use;
- 4.2. Parents and carers will need to ensure that they set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.
- 4.3. Useful sites to support you further include:
  - [Support for parents and carers to keep children safe online](#) - Government publication which outlines resources to help keep children safe from different risks online and where to go to find support and advice.
  - Further government 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.