Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life and even more so over the past few weeks. We want all children to be safe and responsible when using any technology and this is a great opportunity for children to develop and practice these skills. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

In light of the current situation we have adapted our online safety rules to reflect the remote learning the children are undertaking. Although these are specific to the time we are currently in we would still encourage children to follow existing learning around how to stay safe online.

Please read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you).

By allowing your child to access the remote learning and video conferencing you are agreeing to the following guidance.

My online safety rules and remote learning guidance

- ❖ I will only use technology at home with the permission of their parent / guardian.

- ❖ I will keep my passwords safe and secure.

- ❖ I will treat remote learning the same as classroom learning – particularly in respect of behaviour and conduct. I am responsible for my own choices.

- ❖ I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If a pupil accidentally comes across any such material they should report it immediately to their teacher or parent / guardian

- ❖ When communicating through emails and other online platforms. I will write as though I would speak in class. Remembering to be respectful and polite and avoid posting negative comments or spamming the chat.

- ❖ I will only communicate through approved school portals and platforms (2email, Purple Mash and teacher approved email addresses). It is important that you send messages and pictures through appropriate school channels. This will help to keep your personal information safe and secure.

- ❖ If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel uncomfortable, I will tell a trusted grown up immediately and if appropriate we will report it.

- ❖ I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.

- ❖ Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset,

now or in the future, any member of the school community, as this is cyberbullying.

❖ I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.

❖ I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.

❖ I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.

❖ I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

Using Video conferencing

❖ I will join any video conferences from an environment that is quiet, safe and free from distractions ideally in a common space and within earshot of parents (and not a bedroom). A kitchen table, home office or family space is recommended.

❖ I will not record or take photos of my classmates or teachers during video conferencing sessions, nor share the details of these sessions publicly.

❖ I am aware that my teacher might record the session to ensure the safety of everyone, these will only be used for monitoring purposes.

❖ I know there will be at least two members of school staff taking part in the video conference and they will be monitoring the call.

❖ I know my teacher may ask me to leave the video conference if my behaviour does not follow our safety guidance.

❖ I know my individual use can be monitored and logged and my parents/carers will be contacted if this is deemed as inappropriate behaviour.

❖ I will dress appropriately for learning.

I understand that these rules are designed to help keep me safe online and that if they are not followed, school sanctions will be applied and parents / guardians contacted.

A quick guide to access Microsoft Teams for parents and children

You will be sent a link through School Comms – click on this link to join.

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

If using for the first time, you will be asked for Teams to have access to the microphone and camera. The camera can be disabled during the call. Click on **Allow**.

When ready, click on the Join now button. Disable the camera if preferred.

At the bottom of the meeting there are multiple controls.