

Ankermoor Primary Academy

Addendum to Online Safety Policy for Covid-19

Context

During this unprecedented situation of a worldwide pandemic, many aspects of usual life have changed. In order to safeguard our pupils, staff and community, we have made some adjustments to our school, which are in the best interests of all aforementioned parties. A full risk assessment has been carried out and the measures in place are reflected within this document. This addendum will be reviewed regularly to ensure this remains the case.

'Usual' Online Safety Policy:

The school has an online safety policy, which is updated and reviewed when necessary. This addendum has been created specifically to address issues involved with the use of online technologies to communicate with pupils through 'online sessions'. *The school and staff have started to engage with 'Live Lessons' so that when the teacher is teaching in school, the pupils at home can interact via the Team's channel.* We also provide relevant learning and projects for each year group, which are reviewed by class teachers and then uploaded onto the school website.

Below are questions, concerns and issues that we all need to be aware of to ensure the safety of pupils, staff and families.

Safety area	Expectations
Which software will be used for online provision?	The whole school (staff and children) are already using Microsoft Teams for communication during lessons in school therefore the option to host live lessons using the chat function within each class team has been utilised.
Who is overseeing the usage of MS Teams?	The Computing leader, Headteacher and Technical manager are all 'owners' of every class team and therefore can/will monitor the usage of MS Teams.
How will we ensure that children are not one-on-one with staff at any time?	The chat messenger function for all children has been disabled. This means that children can only communicate through a shared area within their team. These areas can be monitored consistently by staff and the C.L.
How will we ensure that all those involved are aware of safety rules/expectations?	An Acceptable Use Policy for online sessions has been devised and will be shared with all users before they gain access. This includes statements on safety, behaviour and understanding of principles for all users.
How will we ensure that inappropriate images are not shared?	The ability to host or join live video communications will be disabled so that all communications are through a text-based message. Children will not have the ability to delete their own messages, only the staff will be able to. The Acceptable Use Agreement states that pupil devices should be set up in family spaces, meaning that parents/carers are able to oversee content.

How will parents know what is happening with their children's data?	Any data is stored within areas controlled by GDPR and are not transferred outside these areas at any time.
How will we ensure that pupil's behaviour online is appropriate?	The Acceptable Use Policy will be shared with all pupils to remind them of their responsibilities. Normal classroom behaviour will be expected and children who do not adhere to this will have their rights to message removed.
Can pupils use the online system to contact others?	Two areas have been created on each class team. An area which allows children to communicate and an area to share work, which they have created at home. In the 'Keeping in touch' channel, children are free to communicate with their peers and teachers. Class teachers can communicate at any time with their students within this area only. The 'Live lesson' channel is for classes who haven't currently been invited back to school and now allows pupils to work alongside their peers, who are completing the same lesson within school. There is no other form of contact outside these areas and pupils CANNOT use the online system to contact staff or other pupils outside their own classes.
What if there is a complaint about behaviour of children or staff following a session?	All sessions will be recorded and stored. Only teachers can delete messages that have been posted. A digital register (spreadsheet) will be kept for each session, showing who participated and who did not. Any complaints can be made via a Forms link, which can be saved and dealt with accordingly.
Will sessions be timetabled?	Yes, sessions will be timetabled and parents have been informed. All sessions will take place at the same time each day. During this time, teachers will be teaching the same lesson in school and will respond to any questions sent in.
Will children be able to start their own meetings etc.?	Children will not be able to start their own Teams meetings via the software. This is to ensure that all video or audio communication has been disabled. The Teams Chat functionality will be available to the children, but the ability to delete comments will be removed, ensuring that evidence is maintained of any breaches to our Online Safety policy.
What will be covered during the online sessions?	The sessions will be 'online teaching'. The lessons are provided from BBC Bitesize daily. Depending on the children in school, the teachers will decide which year group's lesson to cover.
How will students join the live sessions?	Each student has their own personal account for Office 365 and Teams, within the school organisation. These have been used within previous computing lessons. Each child is attached to their own class team where these lessons will be taking place. The 'live lessons' will only take place for the classes that have not been invited back to school (Year 2, 3, 4 & 5).
How will we ensure that as many children	Plenty of notice will be given for sessions in advance and the live sessions will take place at the same time each day. Texts have been sent to parents

as possible are involved?	with details on how to access it. A help sheet has been uploaded to the website for further support. A separate email address has been created so that children/ parents can email for support, if needed.
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Will students be able to contact/be contacted by other Teams users, outside our organisation?	No, the settings will be such that contact between class Teams and outside our organisation will not be possible. Each class team will be a closed group, only accessible by its members. Children will be unable to send/receive messages/contact requests outside their team.
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What happens if a child breaks these rules?

Any deliberate breaking of the rules will initiate the following actions:

Unacceptable use within MS Teams:

1st incident:

- The child will be spoken to through the Teams area and reminded of their responsibilities while online. If no response is given to this reminder then class teachers will contact parents to give a verbal reminder.
- The teacher will explain that if this happens again, the child will be removed from the chat function for a fixed period.
- Depending on the form of unacceptable use, the school's usual behaviour and anti-bullying policies will be applied.
- The report will be logged onto the E-safety safeguarding register.

2nd incident:

- Child's access will be restricted immediately on report of any inappropriate use, while an investigation is undertaken.
- If unacceptable use is identified, the teacher / Computing Leader will contact parents by phone and explain the incident. The teacher / Computing Leader will explain that if this happens again, the child will be removed from the chat function permanently.
- Depending on the form of unacceptable use, the school's usual behaviour and anti-bullying policies will be applied.
- A child's access will be returned once contact with parents has been made.
- The report will be logged onto the E-safety safeguarding register.

3rd incident:

- A child's access will be restricted immediately on the report of inappropriate use, while an investigation is undertaken.

- If unacceptable use is identified, the Headteacher will contact parents by phone and explain the incident. The child's access to the chat function on Teams will now be permanently removed.
- Depending on the form of unacceptable use, the school's usual behaviour and anti-bullying policies will be applied.
- A child's access will be permanently removed.
- The report will be logged onto the E-safety safeguarding register.

Exceptions:

The steps above will be followed in the vast majority of incidents, however, if the unacceptable use is of a suitably serious nature, the Headteacher, in discussion with other senior staff members, may choose to omit steps from the process outlined above and move immediately to a permanent removal of access.