



E-Safety and blended learning: COVID-19 addendum

Autumn term 2020

E-safety & responsibility policy			
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Important contacts

I.T support – itsupport@clarborough.notts.sch.uk

School office – office@clarborough.notts.sch.uk

Behaviour and well-being concerns: parentalsupport@clarborough.notts.sch.uk

1. Background

Following school closures in March 2020, online learning became the main avenue to continue teaching and learning with the view that this would continue alongside a blended model of at home/in school education for coming months. This policy brings together important information linked to best practice, online safety, resources as well as support for teaching staff, parents/carers and our young people. Our approach is that online learning does not replace face-to-face teaching but it is a vehicle to continue teaching and learning and ensuring we uphold our school vision of being the best we can be.

2. Online delivery through Seesaw Class

It is important to use professional experience when allocating tasks online. Some tasks may require direct teaching and support and be more suited to face-to-face video recordings, voice recordings or demonstrations through a screen recording application. Tasks, which do not require significant teacher input or that can be done offline away from screens, are best completed on paper and photographed/recorded, then uploaded to the Seesaw journal.

Teachers will already have resources such as presentations, videos, web links, including web links to The Oak National Academy, which can be shared easily using Seesaw. There are also many resources available online which pupils can access such as BBC Bitesize, TT Rockstars,

Language Angels, Digimaps, iLearn2 and Accelerated Reader. These useful resources should be used as part of the blended learning model.

Below is good practice when planning and organising online learning:

- Let pupils know when you will/will not be available.
- Turn off notifications after you have finished working for the day.
- Where possible, share activities for the day using the scheduled option as part of the Seesaw Plus subscription.
- Any instructions need to be clear and specific with short voice recordings/video recordings/screen recordings, especially to assist children with SEND.
- Check when pupils last logged in using the Seesaw time tracker beside the pupil name in their journal.

3. Seesaw Families

All parents should be sent a class link via the class teacher. This enables the parent to install the Seesaw Families app and sign up to their child/children's journal. Parents will receive notifications when the teacher is able to upload work to share throughout the school day. This information includes: spellings, homework and work completed in lessons.

4. Home/school contract

A home/school agreement is attached to the appendix, which details the importance of being contacted by parents during school hours only, where possible. On occasions, teachers may post items into the Seesaw journal after school hours. Parents should be made aware of how to disable notifications if they wish not to see these.

5. Microsoft Teams

By using this main portal, online safety is maintained for staff and pupils. They also ensure consistency for all involved as these are being used in the classroom.

The following useful tips can help to make Microsoft Teams user-friendly:

- Create channels within your team that serve a specific purpose.
- Limit the General channel so only teachers can post.

6. Log-ins and passwords

All children will have the following log-ins and passwords in their planners at the start of the academic year:

Accelerated Reader
TT Rockstars
Language Angels

Digimaps
Seesaw Home Learning Code
Teams

The **Seesaw Class code** is different to the child's **home learning code**. The class code should be displayed in the classroom and not distributed to any individual or outside of school. If the class code is compromised, the class teacher should access the Seesaw website and create a new class code. Pupils will be able to see everybody's journal in the class when using Seesaw at school. When working at home and using the individual home learning code, a pupil will only be able to see their own file.

Pupils should be informed by their teacher that they are only allowed to post work to their own journal when working from home. It is advised that they do not click on the three dotted options, and 'add people' to their post, as this displays their work/photos/videos in others' folders and consequentially, other parents can view this post. Children will be informed if they are allowed to use this function for a set task only/share teams screen.

7. Safeguarding

As part of safeguarding, it is important to keep a daily register to report any children missing in education. Contact must be made to the children's parent via the class teacher on the same day, if absent from online learning. If persistent absences occur, the Headteacher must be informed, who will then make further enquiries.

8. Concerns

Any I.T error should be logged by emailing Orchestrate IT directly. This is then logged, allowing for remote connectivity and efficient problem solving.

Any Seesaw queries should be directed to the Computing Lead and other Seesaw Ambassadors.

Parents should log any concerns related to IT to itsupport@clarborough.notts.sch.uk. Any other online concerns should be emailed to office@clarborough.notts.sch.uk or parentalsupport@clarborough.notts.sch.uk. The Headteacher or DSL can then ascertain the best plan of action moving forwards.

9. Monitoring arrangements

Class teacher are responsible for Teams and Seesaw activity. The Computing Lead is responsible for overseeing Seesaw general usage and training. The Headteacher oversees the overall attendance and safeguarding issue.

Senso is a new software being used to effectively keep pupils safe through monitoring and internet safeguarding on all school laptops being used at home. This provides reports on online

usage and sites visited. Any concerns discovered will be accessed and addressed by the Headteacher.

10. Links with other policies

This policy links to the Computing policy, E-safety policy and Keeping Children Safe in Education Policy 2020.

Appendix

Home/school agreement

E-Safety top tips for accessing home learning