



# BERRYMEDE JUNIOR SCHOOL

Osborne Road, Acton, London W3 8SJ

Phone: 020 8993 9053 Fax: 020 8896 0472

E Mail: [admin@berrymede-jun.ealing.sch.uk](mailto:admin@berrymede-jun.ealing.sch.uk)

## REMOTE LEARNING POLICY

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## Introduction

In July 2020 the DfE issued guidance for the full reopening of schools following the Covid 19 closure period. The guidance can be found [here](#). As part of the guidance, every school has to have in place contingency plans for outbreaks. The guidance sets out principles and states:

In developing these contingency plans, we expect schools to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

School Closure may be a result of

- a need for class or cluster isolation as a result of confirmed Covid 19 cases
- whole school closure as a result of confirmed Covid 19 cases
- local area lockdown
- national lockdown

It is likely that a local/national lockdown would still require schools to be open for keyworker/vulnerable pupils.

Pupils' access to learning

- Please see [EEF Remote Learning Summary](#)
- Home learning packs: a register will be kept in each class of pupils who don't have access to PCs/other devices so that packs can be sent home.
- Microsoft Teams: all teaching staff should ensure that they are fully conversant with Microsoft Teams procedures in accordance with the school's Remote Learning policy.
- Parents must sign the acceptable use agreement relating to remote learning so that pupils can access the platform.  
The class teacher will ensure that pupils have their login details to access Microsoft Teams through Single Sign-On. Pupils will be shown how to log into Microsoft Teams. Logins for each class will be provided by the admin team and details kept in pupils home/school books for easy access.
- Website: A link to single-sign-on (Microsoft Teams) will be available on the school.  
Other resources for home learning including links to educational websites will also be available on the school website.
- Video stories: will be posted on the school website and parents informed by school communications
- Oak Academy: Oak National Academy, with the backing of the DfE, provides a collection of on-line lessons and resources. It is available throughout 2020/21 as a free, optional, resource to support contingency planning. <https://www.thenational.academy/#>
- [EEF SEND: \(Education Endowment foundation – SEND resources\)](#)
- [EEF Support Resources](#)

We understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

During periods of long term closure, in exceptional circumstances such as Government imposed lockdowns (national, local or class/year groups) staff at Berrymede Junior School will continue to provide education and support to our pupils using remote learning.

All learning will be conducted by using a mix of the Office 365 Teams apps and online learning resources and paper resources. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our pupils. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our pupils and consider the resources available to us.

Communication will be sent via: texts, emails, website letters, class DOJO, <https://www.berrymede.com> and via MS Teams

Extra information about the curriculum can be found here: <https://www.berrymede.com/teaching-and-learning/curriculum>

This policy is in conjunction with other school policies which can be found here:

<https://www.berrymede.com/policies>

In particular: safeguarding and online safety policies.

***This policy is, however constantly subject to change due to Government legislation and school and home resources that are available and provision may differ from what is set out at any given time.***

### **Flexibility of Learning**

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents/carers may be trying to work from home so access to technology as a family may be limited
- parents/carers may not feel confident to support their child's learning
- parents/carers may have two or more pupils trying to access technology and need to prioritise the needs of siblings
- teachers may be trying to manage their home situation and the learning of their own pupils
- systems may not always function as they should
- pupils with EHCP and/or additional needs will continue to receive the therapies and treatments as much as possible

An understanding of, and willingness to adapt to, these difficulties from all parties is essential for success, partnership and wellbeing.

### **Expectation Management**

We believe that it is in the best interests of our pupils that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, deadlines will be flexible and given in advance.

It must be noted that the work pupils engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Pupils and parents/carers should consider the arrangements as set out in this document as highly recommended.

### **Teaching Staff will:**

- Share teaching and activities with their class through the Office 365 Teams apps
- Set work that is a mix of live chat/teaching, pre-recorded video lessons, setting work on line, setting work to be completed individually or in a book/pack to complete
- Continue teaching in line with current, extensive planning that is already in place throughout the school
- Not teach live the whole of the regular school hours
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this
- Keep in contact with pupils through the Office 365 Teams apps only or the school admin@berrymede-jun.ealing.sch.uk email address
- Reply to messages, set work and give feedback on activities during the normal teaching hours 8.45 am – 3.15pm

- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways
- Take regular breaks away from the computer to engage in other professional duties
- Report any concerns about behaviour or safeguarding, following regular school procedures
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on the Office 365 Teams apps during this time may not be undertaken until the teacher is fit to work although we will endeavour to cover sick teachers.

#### Teaching Assistants

- TAs will continue to support pupils in their care- producing resources, supporting on line and face to face learning as appropriate.
- TAs will attend weekly meetings with their line Manager in order to discuss pupil's progress in work tasks & discuss next steps of learning.
- If TAs are working on site on a rota basis, they will produce a diary of work activities planned for the week. They will be available for work and ready for calls from 8:30 am.

#### Pupils will:

- Be assured that wellbeing is at the forefront of our thoughts and the need for pupils to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities
- Potentially work a day or two behind what has been shared through Office 365 Teams apps
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that
- Read daily, either independently or with an adult
- Practise their spellings and times tables daily
- Follow the school rules, values and British values when learning remotely and adhere to the AUP they have signed
- Be dressed in appropriate clothes when live online with teachers and classmates (although school uniform is not required)
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

#### Parents/carers will:

- Support their child's learning to the best of their ability – online and offline
- Encourage their child to access and engage with Office 365 Teams posts from their teacher
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the Office Team 365 apps
- Know they can continue to contact their class teacher as normal through Office 365 Teams apps if they require support of any kind or email [admin@berrymede-jun.ealing.sch.uk](mailto:admin@berrymede-jun.ealing.sch.uk) address
- Check their child's completed work each day and encourage the progress that is being made
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax
- Follow the school rules, values and British values when learning remotely and adhere to the AUP they have signed
- Ensure their child is dressed in appropriate clothes when live online with teachers and classmates (although school uniform is not required)
- Ensure that if they are on screen they are dressed and behaving appropriately
- Be proactive in online safety and ensure appropriate controls are in place, talk to their child about online safety
- Be mindful that the school cannot match everyone's individual needs at this time but is endeavouring to support all families as best as possible
- Not comment on the teacher's teaching at that time or interfere with the lesson – any concerns should be emailed or communicated at a separate time.

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials, parents/carers must note that resources are for viewing online only on our secure class teams. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

## Resources

The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Past and mock exam papers
- Current online learning portals
- Educational websites
- Reading tasks
- Live chats/lessons
- Pre-recorded video or audio lessons

Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.

Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats.

Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.

For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.

Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work.

The arrangements for any 'live' classes, e.g. webinars, will be communicated via email no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.

The school's IT support are not responsible for providing technical support for equipment that is not owned by the school.

## Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy:

<https://www.berrymede.com/policies>

Where possible, all interactions will be textual and public. All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.

Pupils not using devices or software as intended will be disciplined in line with the [Behaviour Policy](#). The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

The school will consult with parents at least two weeks prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

The school will communicate to parents via letter about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

During the period of remote learning, the school will maintain regular contact with parents to: Reinforce the importance of children staying safe online.

Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.

Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.

Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

### **Safeguarding**

This section of the policy will be enacted in conjunction with the school's [Child Protection and Safeguarding Policy](#), which has been updated to include safeguarding procedures in relation to remote working.

The DSL and head teacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

Phone calls made to vulnerable pupils will be made using school phones where possible.

The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.

### **Data protection**

This section of the policy will be enacted in conjunction with the school's [Data Protection Policy/GDPR Policy](#).

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

The school will not permit paper copies of contact details to be taken off the school premises.

Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

Any breach of confidentiality will be dealt with in accordance with the school's GDPR policy.

### Marking and feedback

All schoolwork completed through remote learning, when appropriate, must be:

Finished when returned to the relevant member of teaching staff.

Returned on or before the deadline set by the relevant member of teaching staff.

Completed to the best of the pupil's ability.

The pupil's own work.

Marked in line with the school's Marking and Feedback Policy.

Returned to the pupil, once marked, by an agreed date.

\*\* Please note, not all work will be able to be marked.

The school expects pupils and staff to maintain a good work ethic during the period of remote learning. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email/Office 365 or telephone call if their child is not completing their schoolwork or their standard of work has noticeably decreased.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the head teacher as soon as possible.

Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the **SENCO** as soon as possible.

The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

### Health and safety

This section of the policy will be enacted in conjunction with the school's [Health and Safety Policy](#).

Teaching staff will ensure pupils are shown how to use the necessary websites and technology safely and correctly prior to the period of remote learning.

If using electronic devices during remote learning, pupils will be encouraged to take a five minute screen break every two hours.

Screen break frequency will be adjusted to five minutes (this will be reviewed) every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the Head teacher immediately so that appropriate action can be taken.

### School day and absence

Pupils will be present for remote learning by 8.55am and cease their remote learning at 3:15pm from Monday to Friday, with the exception of breaks and lunchtimes.

For remote learning, breaks and lunchtimes will take place at the following times each day:

All pupils -morning break will take place at 10:30am until 10:45am

Lunchtime will take place between 11:45 am and 12:45pm

Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

Parents will inform their child's teacher no later than 8:30am if their child is unwell.

The school will monitor absence and lateness in line with the [Attendance Policy](#).

## Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency. The school will communicate with parents via letter and the school website about remote learning arrangements as soon as possible.

The head teacher will communicate with staff as soon as possible via email about any remote learning arrangements.

Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

Members of staff will have spoken contact with their line manager at least once per week.

As much as possible, all communication with pupils and their parents will take place within the school hours.

Pupils will have verbal contact with a member of teaching staff at least once per week via group chat.

Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

Issues with remote learning or data protection will be communicated to the class teacher as soon as possible so they can investigate and resolve the issue.

The class teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

## Timetable

There will be flexibility based upon pupil needs during Foundation Lessons –  
Geog/Hist/PE/Art/DT/Science/PSHE/RE

Time	Teacher	Children	HLTA/TA	TA
8:45 – 9:00	Class Registration + Reading for Pleasure			
9:00 – 10:00	<b>Literacy</b> <ul style="list-style-type: none"> <li>Teacher input – 20 mins</li> <li>Independent work – 25 mins (teacher available for 1:1) or group work</li> <li>15 minutes upload work</li> <li>Plenary</li> </ul>	Via MS Teams  Attend teacher input  Complete and upload tasks	Input & modelling for small group of pupils in a breakout room	Support with monitoring of pupils during remote input  1:1 pupil support
10:00– 10:15	<b>Screen Break</b>			
10:15 – 11:15	<b>Mathematics</b> <ul style="list-style-type: none"> <li>Teacher input – 20 mins</li> <li>Independent work – 25 mins (teacher available for 1:1) or group work</li> <li>15 minutes upload work</li> <li>Plenary</li> </ul>	Via MS Teams  Attend teacher input  Complete and upload tasks	Input & modelling for small group of pupils in a breakout room	Supporting with monitoring of pupils during remote input  1:1 pupil support
11:15 – 11:30	<b>Screen Break</b>			
11:30 – 12:00	Reading/Arithmetic/other activity	Selected Activity	Support Group activity	1:1 activity
12:00 – 12:45	<b>Lunch</b>			
12:45 - 1:45	<b>Foundation Subject</b> <ul style="list-style-type: none"> <li>Teacher input – 20 mins</li> <li>Independent work – 25 mins (teacher available for 1:1) or group work</li> <li>15 minutes upload work</li> <li>Plenary</li> </ul> <p style="text-align: center;">plenary</p>	Complete & upload daily tasks	Input & modelling for small group of pupils in a breakout room	Supporting with monitoring of pupils during remote input  1:1 pupil support
1:45 – 2:00	<b>Screen Break</b>			
2:00 – 2:45	<b>Foundation Subject</b> <ul style="list-style-type: none"> <li>Teacher input – 20 mins</li> <li>Independent work – 25 mins (teacher available for 1:1) or group work</li> <li>15 minutes upload work</li> <li>Plenary</li> </ul>	Via MS Teams  Attend teacher input  Complete and upload tasks	Input & modelling for small group of pupils in a breakout room	Supporting with monitoring of pupils during remote input  1:1 pupil support
2:45 – 3:00	Review /Homework	Review of days learning	Provide feedback email for class teacher	Provide feedback email for class teacher
3:00 – 3:15	Story time – Class Teacher	Story time – class reader		
3:15 – 3:30	Daily check in with SLT	Completing daily tasks Upload work	Review following days learning	Review following days learning
After School	Marking & feedback sent to students	Daily Reading for pleasure Reading Plus TT Rockstars My Maths		

### Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct

This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT.

All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head.

- I will only use the school's email / Internet / Intranet / SIMs /MS Teams and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) and MS Teams tools for communications with pupils / students / parents. (Applies to both Staff and to Governors)
- I am aware that communicating with students / pupils via private email / SMS and social networking sites may be considered a disciplinary matter in this school.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not install any hardware or software without permission of the network manager.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory and **understand that to do so may constitute a disciplinary offence and in some cases a criminal offence.**
- Images of pupils and / or staff will only be taken, stored and used for professional purposes in-line with 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, member of staff or Head.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

#### User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature ..... Date: .....

Full Name ..... (Printed)

Appendix 1b: Remote Access Check List

Please sign below

I have read and am aware of my duties under the data protection policy	
I have read, signed and returned the acceptable use agreement form	
I have received training and advice on how to safely access the school network and agree to abide by all good practice guidance. To keep information secure and confidential and to safeguard the integrity of school data	
I have ensured that my school laptop is fully updated and has had an annual health check	
I have ensured that software updates are automatic	
I have created a strong password and that passwords are not automatically saved on my device	
I am aware of the requirements of the staff code of conduct and will abide by this	

Completed by:

Print name:

Date:

For office use: (initial and date when completed)

Acceptable use policy and remote access agreement signed and to be filed in staff file

Training session on remote access safety protocols attended

Remote access guidance and login details supplied

**Berrymede Junior School Acceptable ICT Use Agreement for Pupils & Parents**

Acceptable Use Agreement / e-Safety Rules

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords OR use anyone else's.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.
- ✓ I will not give private details (home address, mobile number, email address etc.) to people I meet online.

ICT, including the internet, email and mobile technologies, etc. has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

**Please read and discuss these e-Safety rules with your child and sign and return to the school office.** If you have any concerns or would like some explanation please contact the school.

**Remote Learning**

I understand that Berrymede Junior School may on occasions use technology to support home learning. These sessions will always be pre-planned and I will ensure that a responsible adult is within the vicinity.

I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies.

I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media.

I will follow the school's acceptable use policy and on-line safety policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.

I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. [Internet Matters](#) provides guides to help parents do this easily for all the main internet service providers in the UK.

I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: [childrenscommissioner.gov.uk/our-work/digital/5-a-day/](http://childrenscommissioner.gov.uk/our-work/digital/5-a-day/)

I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which can be seen above.

I can find out more about online safety at Berrymede Junior School by reading the full Online Safety Policy here <https://www.berrymede.com/information/policies> and can talk to my child's class teacher if I have any concerns about my child/ren's use of technology.

We have discussed the Acceptable Use Agreement / e-Safety Rules with our child and they agree to follow the e-Safety rules and to support the safe use of ICT at Berrymede Junior School and at home.

**I/we have read, understood and agreed to this policy.**

**Signature/s:** \_\_\_\_\_

**Name/s of parent / guardian:** \_\_\_\_\_

**Parent / guardian of:** \_\_\_\_\_

**Date:** \_\_\_\_\_