

E Safety policy update in light of Covid-19

The current E Safety policy remains valid and in place, as do the acceptable use policies. The school continues to use Google Apps for Education, this is still the only form of communication online between students and staff. Both students and staff are only allowed to use their school registered accounts and not their personal ones.

Some staff members are delivering online video conference lessons using Google Meet ,this is currently only for years 10 and above. The feature is turned off for lower school. This is the only form of video conference tool that should be used as it is part of Google Apps for education.

Guidance for online video conference lessons:

- Staff can have their video cameras turned on but students must have their cameras and microphones switched off.
- Staff are themselves advised to mute/disable learners videos and microphones in live situations - a feature that can be easily done in Google Meet
- Staff should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background- This should include considerations of whether other members of households are visible or can be heard
- Staff must avoid one-to-ones unless pre-approved by SLT. Best practice is to ensure another member of staff is also in the meeting
- Staff are encouraged to record video conference lessons for matters of safeguarding, if this is not possible, staff should document the time,date, attendance and length of the session

Device usage

Staff use of personal phones

Some members of the pastoral team have been given permission to use their personal mobiles to contact families, this is due to a lack of school devices but staff must follow measures as stated in the updated safeguarding guidance. In addition to this staff are reminded that Child/staff data should never be downloaded onto a personal phone or other personal device

Chromebook devices loaned to students and staff

Some students have been loaned school chromebooks, these are still linked to the school domain which means they can only be used with a student's school email account.

To ensure that our young people are only accessing suitable material, while at home, we encourage the use of parental controls, which keeps you as parents in control of what content your child has access to. Please refer to the section Advice for Parents below.

Online bullying

Normally if a student brings an online bullying issue into school we have to investigate as stated by the keeping Children Safe in Education guidance, with government policy stating: “All forms of bullying (including cyberbullying) should be handled as a community issue for the whole school.” But under these circumstances this may prove more difficult, nevertheless any such incidences must still be reported in the first instance to the Head of Year who will liaise with the Safeguarding lead and IT staff in dealing with the matter.

Advice for students

You will now be spending lots more time than usual online or using your electronic devices, this can become overwhelming. It is important to take regular breaks away from your screens and do something else.

If you are sharing devices with other family members, you must ensure that you log out of your school Google account once you have finished your work. Never stay logged on.

Remember that not everything you come across online is factual and reliable, before you like, comment or share something online use the [SHARE checklist](#) to make sure you're not contributing to the spread of harmful content:

- **Source** - make sure information comes from a trusted source
- **Headline** - always read beyond the headline
- **Analyse** - check the facts
- **Retouched** - does the image or video look as though it has been doctored?
- **Error** - look out for bad grammar and spelling

Advice for parents

Given that our young people are now spending a vast amount of the day online completing school work, it is worth remembering that they should be encouraged to take regular breaks away from their screens.

To ensure that our young people are only accessing suitable material, we encourage the use of parental controls, which keeps you as parents in control of what content your child has access to. Advice on how to do this for different devices can be found on <https://www.internetmatters.org/parental-controls/>. It is important to have regular conversations about staying safe online and to encourage your child to speak to you if they come across something worrying online. If your child comes across harmful content please report this to: www.reportharmfulcontent.com

Here is a reminder of useful websites for parents, these can also be found on the Support for Parents section on the school website, **the website is regularly update with new information:**

- [Thinkuknow](#) by National Crime Agency-CEOP (Child Exploitation and Online Protection) provides resources for parents and carers and children of all ages to help keep children safe online
- [Childnet](#) has developed [guidance for parents and carers](#) to begin a conversation about online safety, as well as [guidance on keeping under-fives safe online](#)
- [Parent Info](#) is a collaboration between Parent Zone and NCA-CEOP, providing support and guidance for parents and carers related to the digital world from leading experts and organisations
- NSPCC has [guidance for parents and carers](#) to help keep children safe online
- [UK Safer Internet Centre](#) provides tips and advice for parents and carers to keep children safe online

Online safety as part of the curriculum

Since we have been working remotely, students in year 7 have been covering various online safety topics via their ICT lessons and after the half term break in May, all students in the main school will be covering online safety via their PSHEE lessons as a refresher.