



# Technology and Home Learning Policy



This policy has been designed to work in conjunction with the school's IT and Child Protection and Safeguarding Policies as an extension due to the COVID 19 outbreak and current teaching practises

Updated June 2021

## **Scope of the Policy**

The regulation and use of technical solutions to safeguard children are important but must be balanced with teaching the necessary skills to enable pupils to take responsibility for their own safety in an ever changing digital world. The National Computing Curriculum states that children should be able to use technology safely, respectfully, and responsibly keeping personal information private, recognise acceptable or unacceptable behaviour and identify a range of ways to report concerns about content and contact. Children's safety is paramount and they will receive the help, guidance and support through the whole curriculum to enable them to recognise and avoid online risks and to build their resilience. During the delivery of the curriculum staff will reinforce and consolidate safe online learning.

This statement is also valid during the current situation where learning is not possible in the normal way. As a result, the use of technology may well become the main method for learning across our school setting as individuals may not present in school.

This policy applies to all members of the school community who have access to and are users of school ICT systems and online resources, both in and out of school.

The school will deal with incidents as outlined within the Computing policy, within the remit of their safeguarding, behaviour and anti-bullying policies (and others when applicable).

## **Development of the Policy**

This Technology and Home Learning Policy has been developed by Bolton Schools' ICT. It is recommended that this Policy is reviewed and ratified by the school's own relevant parties i.e.

- Headteacher – Mr S Charnock
- Governing Body
- Safeguarding Lead
- Computing Lead – Mrs V Weikert

This Technology and Home Learning Policy was approved by the Governing Body on:	June 2021
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## **Schedule of Monitoring and Review**

The Technology and Home Learning Policy will be reviewed annually as a minimum or when deemed necessary	June 2022 or earlier if required
The implementation of this Technology and Home Learning Policy will be monitored by the:	<ul style="list-style-type: none"><li>• Headteacher – Mr S Charnock</li><li>• Governing Body</li><li>• Safeguarding Lead</li><li>• Computing Lead – Mrs V Weikert</li></ul>
The school will monitor the impact of the policy using:	Logs of reported incidents Monitoring logs of internet activity Internal monitoring Data for network activity Surveys of stakeholders
Governing Body will receive a report on the implementation of the Technology and Home Learning Policy generated by the relevant parties at regular intervals:	Termly where appropriate

## **Schools Use of Online Technologies**

- SLT have agreed the technologies to be used when communicating with pupils during any period of home learning :- Microsoft Teams and Tapestry
- Training and support in the use of home learning technologies is provided for staff
- When/if using live video or audio, school will ensure that all teachers and pupils are aware of expected behaviour and appearance by using the online AUP video from Bolton SITC
- Any staff involved in a live audio or video chat with pupils 1:1, must adhere to the guidelines contained in the Child Protection and Safeguarding Policy
- Teachers will discuss with their pupils how to be good Digital Citizens, including keeping personal information safe and the importance of taking regular screen breaks
- Teachers plan suitable activities to support home learning using a range of preapproved resources from LbQ, Purple Mash, Numbots/TT Rockstars, The Oak Academy, BBC Bitesize Daily
- Teachers' expectations of the quantity and quality of work undertaken at home by pupils are adjusted accordingly
- The marking of submitted work will take place daily. These will be in the form of written comments via Teams and through verbal feedback during virtual live sessions.
- For their health and wellbeing, staff will set their own parameters around when they are available online
- For the health and wellbeing of our pupils not all activities are screen based
- Schools will offer support and guidance to parents/carers on how best support their child at home with regard to their use of technology

## **Pupils and Parents use of Online Technologies**

- Parents understand that the use of innovative online technologies enables school to deliver learning opportunities during unprecedented circumstances
- Parents should encourage their children to adopt safe use of the internet and digital technologies at home and will inform the school if they have concerns over their child's online safety
- Parents are aware that school will offer guidance and help them understand how they can best support their children and how to adjust their own expectations (see below)
- Children are encouraged to report any concerns they may have to a member of staff
- Children will conduct themselves in a manner that is conducive to learning

## **Equality of provision**

- Alternative ways of completing tasks can be outlined to children so that technology is not essential
- School to identify a named point of contact in school for families to approach over technical support around home learning
- Devices may be discretely offered to families to support home learning

## Protocols for parents

To ensure that all staff and children are safeguarded when using Teams, we ask that the following guidance is followed which is available on the schools' website.

By accepting the invitation, the parents are agreeing to the following terms of use:

- That they (the parent/guardian) are acting as the responsible adult for the duration of the meeting
- That they (the parent/guardian) are giving consent for their child to participate in the meeting
- An adult must be present with the child at all times
- Parents must NOT share passwords for any meetings with anybody else
- Computers need to be on 5 to 10 minutes before the session starts, when users should be able to enter the virtual waiting room.
- All participants (staff, parents and children) must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background. Please try and place the device where the child will be visible on the screen. Laptops or iPads are better for the screen size.
- Language must be appropriate, including any family members in the background.
- Please keep background noise to a minimum.
- Teachers will use the mute button at various points during the session to ensure that all users can hear one person at a time.
- Children are asked to raise their hand, or use the 'Raised Hand' button, if they would like to speak. The teacher will then un-mute them enabling them to speak to the group
- Sessions will not be recorded
- Parents MUST NOT take screen shots during the session
- In the unfortunate but unlikely event of the meeting being hacked and inappropriate material being shared, all users should end the meeting immediately.