



Southville Primary School Remote Learning Guidelines for Parents and Carers

- Make sure your child understands and is aware of the pupil guidelines
- Answer the phone to school staff or return calls, messages or emails. Staff may call from withheld number.
- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.
- Make sure you know who your child is talking to or messaging.
- If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone.

Guidelines for All Video Calls and Video lessons:

- The parent or carer must make sure their child and other members of the household are aware the video call is happening,
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas, avoiding in bedrooms if possible and preferably against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct
- Staff will video call pupils at a pre-arranged time. The times of all video calls and lessons will be published on Google Classroom or emailed to parents.
- Children should not arrive to a meeting before the start time. They should not be present on a video call without a member of staff and should leave the call if they are not there.
- Whenever possible, parents should briefly appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- If you are in a Zoom meeting, ensure your child's name (or family surname) is clearly labelled so teachers know who they are letting in to the meeting from the waiting room.
- Live classes should be kept to a reasonable length of time and should take place during normal lesson times.
- Some live sessions may be recorded as part of our obligations to safeguarding and teacher training. The recordings will never be available publicly.
- Parents may not record, share or comment on public forums about individual teachers.

If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to the head teacher or deputy head.

1:1 Video Conversations:

- Staff will only ever video call a pupil with prior agreement with parents.
- The staff member will speak first with the parent or carer to check they are aware of the call. The link will be sent to the parent's email to open the video call.
- The call will be at a pre-arranged time and day (this may be an ongoing arrangement).
- The parent or carer must appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation. They should stay in the vicinity during the session.
- School leaders will have a record of all children receiving 1:1 video conversations.

Please take time to go through the Acceptable Use Policy with your child. If they are in EYFS & KS1, look at appendix 1 and if they are in KS2, look at appendix 2.

Please contact the school if you have any questions, concerns or complaints and we will do our best to help. Thank you for your support with the home learning, it is hugely appreciated.



Appendix 2:

Acceptable Use Policy (AUP) for KS2

These statements can keep me and others safe & happy at school and home:

1. ***I learn online*** – I use the school's internet, devices and logons for google classroom, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I am using them at home.
2. ***I learn even when I can't go to school because of coronavirus*** – I don't behave differently when I'm learning at home, so I don't say or do things I wouldn't do in the classroom or nor do teachers or support staff / LSAs. If I get asked or told to do anything that I would find strange in school, I will tell another teacher.
3. ***I ask permission*** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4. ***I am creative online*** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things.
5. ***I am a friend online*** – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
7. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
8. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
9. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
10. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
11. ***I know new online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
12. ***I don't do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.



13. ***I don't join live videos until the time I am allowed*** – and if I am in a Google Meets without the teacher I will leave the session.
14. ***I keep my body to myself online*** – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
15. ***I say no online if I need to*** – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
16. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
17. ***I follow age rules*** – 13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult or skills but very unsuitable.
18. ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
19. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
20. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
21. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
22. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
23. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
24. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find. If I am not sure I ask a trusted adult.

~~~~~

**I have read and understood this agreement.**

**If I have any questions, I will speak to a trusted adult. This includes my teacher at school.**

**Outside school, my trusted adults are \_\_\_\_\_**

**Signed: \_\_\_\_\_**

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