



Barton Primary School

Reviewed on:	May 2024
Next Review:	May 2025
Staff Responsibility	Headteacher
Governor responsibility	FGB
Signed by Chair	

Digital Learning at Home Policy

Technology is constantly developing with an increase in the number of sites and devices that people use. The majority of children use online tools to communicate with others locally, nationally and internationally. Access to the internet and other tools that technology provides are an invaluable way of finding, sharing and communicating information.

Barton Primary School, at times, asks students and parents to access the internet to learn at home and this policy outlines our procedures to provide support and guidance for the safe use of school online systems.

School Online Systems

These consist primarily of Purple Mash, Google Classroom, Seesaw, Class Dojo and the school website and Facebook page where useful home learning links are posted.

Rationale

At Barton Primary School we have developed a balanced approach to home learning based on the following principles:

Home learning should:

- Ensure that the detrimental impact on children's learning is minimised.
- Use high quality, reliable and safe materials.
- Be sustainable for the school in the event of staff becoming unwell and being unable to set activities.
- Be manageable for staff by developing a collaborative approach to curricular activities.
- Be manageable for parents through offering support and guidance and allowing siblings to work together on some activities.
- Take account of the impact of the current situation on mental health and wellbeing and not put undue pressure on children or families.
- Ensure that there is a balance between online and offline activities.

Resources

When selecting online teaching and learning activities for pupils to carry out at home, staff will do their best to gather them from trustworthy sources. Any associated advertising around free websites used should be age-appropriate for the pupils using the website. If a staff member is made aware of new information regarding inappropriate content or advertising on a particular site, they should immediately seek to take down the document or web link from the website or contact someone who is able to do so.

Google Classroom (G Suite)

Barton uses Google Classroom and Seesaw as the primary delivery systems for online learning. Pupils and staff are provided with secure logins and all communications between pupils and staff outside school are expected to use this secure monitored system. Whilst parents are welcome to observe and support their children with work on Google Classroom, we would ask parents to avoid communicating with staff via this channel or any other social media and instead to use the established office email and phone number. In this way, we can ensure that your concerns are fully acknowledged and acted on.

Provision

Pupils are provided with Google Classroom, Google Drive, Google Docs, Google Calendar, Google Sheets and Google Tasks only. Documents can be shared with other pupils and with teachers. No document can be shared outside the Barton.org Google domain.

Devices that Support Google Classroom (G Suite) and Seesaw

Google Classroom and Seesaw can be accessed by pupils via PC or Mac using an internet browser or via iPad or Android tablet once Google Classroom, Google Drive, Google Docs, Google Slides and Google Sheets free apps have been installed via the App Store or Android Play store.

Learning Activities on Google Classroom (G Suite)

We understand that many pupils will be sharing devices and that others in the home will need to use the internet for work and study as well as Barton pupils. Therefore, the majority of learning activities on Google Classroom are asynchronous. Designed so that pupils can carry out the task or challenge whenever they have access to technology.

Expectations

Pupils and staff are expected to follow the same high standards of communication and respectful behaviour towards each other that characterises the everyday face-to-face learning environment. Additionally, all members of the school community will avoid using text language or slang so that all communications are clear and easily understood.

Trust

Pupils are trusted by Barton staff within the safe confines of Google Classroom and Seesaw. However, any allegation of abuse or bullying will be taken seriously and dealt with according to the school online safety policy immediately.

Video Conferencing

Barton reserves the right to introduce real time video conferencing using Google Meet. These will only be arranged via Google Classroom or on initial occasions via secure parent mail systems. Pupils will not be offered video conferences on a one to one basis, only as part of a class or group. All videos will be recorded and kept for a minimum of three months in case of any allegations of impropriety, made by any party. We do not anticipate this being our main method of teaching and learning as it is synchronous and will not be accessible for all pupils or fit in with family needs, but we anticipate that it might be important for pupils to see their friends and know they are well.

We ask that parents:

- Help pupils connect to video conferences and remain nearby in case teachers have messages for parents.
- Don't video or photograph the conference in progress.
- Don't share any image or video of the conference on any form of social media.
- Don't share any invites for their child with any other child or any other party outside the school.
- Try and find a place for pupils to connect that avoids other family members interrupting or distracting by entering the video background as much as possible.
- Report any problem or misuse of school video conferencing to the school office via the normal channels.

We expect pupils to:

- Communicate respectfully with their teachers and class peers.
- Switch off their microphones while listening to their teachers.
- Wait to be asked a question by name before switching their microphone back on and answering it.
- Switch off their own video feed if they are unable to get a good picture to reduce the video bandwidth.
- Follow teachers' reasonable instructions.
- Leave a video conference when directed by their teacher.

We expect teachers using video conferencing technology to:

- Remove any pupil from the conference who acts in a disrespectful or rude manner towards the teacher or other pupils.
 - Record the conference and keep the recordings for three weeks.
- Follow all normal teaching conventions.

Many thanks to Phil Bagge

**Computing Inspector/Advisor working for Hampshire Inspection & Advisory Service and
CAS Computing Master Teacher.**