



Headteacher: Kate Fairbrother

Landkey Community Primary Academy
Bakery Way, Landkey, Barnstaple
Devon EX32 0LJ

01271 830421
admin@landkey-primary.devon.sch.uk
www.landkey-primary.devon.sch.uk

Friday 15th January 2021

Dear Parents / Carers,

Firstly, thank you all so much for your support this week and for being so patient with our Tapestry platform issues. Hopefully, later today, you will receive information with regards to how we propose to solve the problem from next week using Seesaw instead.

As there are a number of children now participating in 'live' Google Meet sessions for intervention groups, I wanted to take the opportunity to remind you all of the 'Acceptable User Protocols' that are contained within our Remote Learning Policy available on the school website.

There are slightly different protocols for each Key Stage and some general ones, but all are based on the same underlying principles. Our main aim to ensure the safety of our children whilst they are participating in online learning.

They are as follows:

EYFS / KS1 Protocols

When I undertake remote learning I will use the school's preferred ICT systems responsibly for remote learning:

Parents will need to support their child's understanding of these points: -

- Ask my parent and carer if I can do so before using school IT systems for remote learning
- Work in a space where I can be supervised by my carer/parent to ensure safe working
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my parent/ teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know



- I find anything that may upset or harm me or my friends
- Use school computers where provided
- I will be kind to others and not upset or be rude to them
- Look after the school ICT equipment where provided and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I understand that the school will monitor the work I undertake online using school IT platforms and that there will be consequences if I don't follow the school's rules.

KS2 Protocols

I will read and follow the rules in the acceptable use agreement policy below for remote learning: -

When I use the school's preferred ICT systems for remote learning and get onto the internet in school designated time for learning I will:

- Always use the school's ICT systems for remote learning and the internet responsibly and for educational purposes only during designated learning time
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher or my carer immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites during designated remote school learning time
- Use any inappropriate language or show inappropriate behaviour when communicating online including 'live' lessons
- Log in to the school's network using someone else's details

- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
- I will not use a mobile phone during designated lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission

I understand that the school will monitor the work I undertake online using school IT platforms and that there will be consequences if I don't follow the school's rules. I understand that the school's behaviour policy including the pupil exclusions policy applies to remote learning.

General Protocols for Staff, Parents and Children

Session Management

1. Staff will record the length, time, date and attendance of any sessions held and will email the list to the SLT weekly. This will then be stored in the Landkey OneDrive.
2. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - language filters, disabling/limiting chat, staff not permitting learners to share screens, keeping meeting IDs private, use of waiting rooms/lobbies
3. When live streaming with learners:
 - a. contact will be made via learners' Landkey provided email accounts and logins.
 - b. contact will be made via a parents/carer account.
 - c. staff will mute/disable learners' videos and microphones.
 - d. at least 2 members of staff will be present or the session will take place in an open / shared area
 - i. If this is not possible, SLT approval will be sought.
4. Live 1 to 1 sessions will only take place with approval from the headteacher/a member of SLT.
5. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.
 - a. Access links should not be made public or shared by participants.
 - i. Learners and/or parents/carers should not forward or share access links.
 - ii. If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
 - b. Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
6. Alternative approaches and/or access will be provided to those who do not have access. Landkey will seek to loan devices to these children.

Behaviour Expectations

1. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
2. All participants are expected to behave in line with existing Landkey policies and expectations. This includes:
 - Appropriate language will be used by all attendees.

- Staff will not take or record images for their own personal use.
 - Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.
3. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
 4. When sharing videos and/or live streaming, participants are required to:
 - a. wear appropriate dress.
 - b. ensure backgrounds of videos are neutral (blurred if possible).
 - c. ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
 5. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

1. Participants are encouraged to report concerns during remote and/or live streamed sessions:
 - By reporting to either a member of staff or parent / carer
2. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to Kate Fairbrother, Headteacher.
3. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
 - Sanctions for deliberate misuse may include restricting / removing use in the future.
4. Any safeguarding concerns will be reported to Kate Fairbrother, Designated Safeguarding Lead, in line with our child protection policy.

Please do not hesitate to contact me via kate@landkey-primary.devon.sch.uk if you have any questions.

Once again, thank you so much for your continued support.

Keep safe and hope to see you very soon.



Kate Fairbrother
Head Teacher