



Safeguarding and On-line Learning

Guidance for Students, Parents and Guardians

The use of on-line tools has become a necessary means of supporting our pupils in their learning. Whether communication between staff and students is through email, Google Classroom, or Google Meet, there are steps to ensure both staff and students feel safe in the effective delivery of course content. Teachers will choose a means of blended learning that suits their own individual teaching methods to deliver their course.

The following points act as a guide to ensure that both teaching and learning online is a positive experience to all.

Online learning is an extension or support of classroom teaching - blended learning. All directives outlined in the ICT Acceptable Use Policy will apply to online teaching activity. Please ensure this is read and signed.

- Students, parents / guardians should inform school if they have no access to the internet, or have difficulties in any way of availing of online resources. School should also be notified of absence, so that resources might be arranged for students to continue with their learning.
- Students must only communicate with staff by Google classroom or email, if using their own C2K account. Personal email accounts are not permitted. Staff will also use only their C2K account if emailing students.
- Students may only join Google Classroom using their C2K email account.
- Students, parents / guardians should not contact staff through any other social media platforms.
- Direct correspondence between teachers and students / parents / guardians should take place within the normal structure of the school day - 8.45a.m. to 3.15 p.m.
- Students may be directed by their teacher to use camera-free conferencing, where the focus is on the content of the lesson rather than using webcam images. Teachers maintain full control of video and audio content, and what is shared, using C2K platforms.
- In using online tools, such as "Google-Meet", staff will be alert to the safety measures necessary for these video conferencing resources. It is strongly advised that parents / guardians and students, ensure all privacy / safety settings have also been checked.
- Participants in a classroom should engage on time, and will only be permitted into the lesson with screen sharing, if they are prepared to follow normal school rules, with a positive conduct of behaviour.
- Any inappropriate behaviour or disruption to learning, will be recorded and followed up in line with the school discipline policy.

To ensure the learning is prioritised, the following must be adhered to:

- students can speak / contribute when the teacher directs this;
- chats / private conversations between students are not permitted while the lesson is running
- students should be dressed appropriately
- students should be based at home in a quiet, but public place (not a bedroom);
- students must interact with others, with the same respect expected at school
- teachers will advise how and when they can leave the 'room'
- parents / guardians may be around where the student is working, but not 'in the lesson'

Should there be any concerns of a safeguarding nature, please contact Mrs McEwan our Designated Child protection Teacher or Mrs Pepin / Mrs McCarry - the Deputy Child Protection Teachers.

Additional information on Child Protection, Google Classroom and online learning is available on the school website.