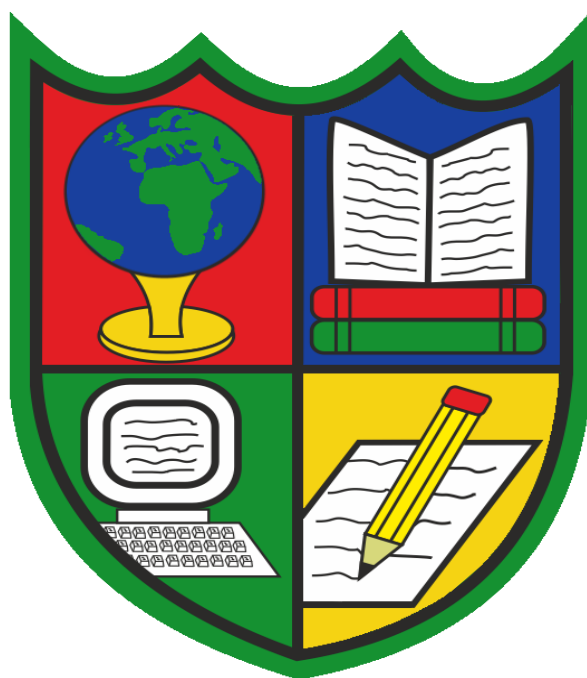




Highfield Primary School



Technology and Home Learning Policy

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
- Governing Body
- Safeguarding Lead
- Computing Team

This Technology and Home Learning Policy was approved by the Governing Body on:	30 th November 2020
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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	November 2021
The implementation of this Technology and Home Learning Policy will be monitored by the:	Mr D Glyn-Jones – Headteacher P Cooper – Chair of Governors Miss D Helme – School DSL Mrs K Hutton and Mrs S Stark – Computing Subject Leads
The school will monitor the impact of the policy using:	Logs of reported incidents Monitoring logs of internet activity (including sites visited) Internal monitoring data for network activity Surveys / questionnaires of stakeholders – staff, pupils, parents
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 – Tapestry/Microsoft Teams.
- 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.
- 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 The Learning Hub/Purple Mash/TT Rockstars/Twinkl/Classroom Secrets/Charanga/BBC Bitesize Daily/PhonicsPLAY/Numbots/WhiteRoseMaths/Explorify etc
- Teachers' expectations of the quantity and quality of work undertaken at home by pupils are adjusted accordingly
- Marking of work will take place when deemed necessary. School may choose to feedback in a variety of ways including written/verbal comments or using the praise options available in some of the technology used
- 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
- 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

Live Learning and Pre-recorded Videos

Pre-recorded videos of teachers scaffolding new learning and providing opportunities to practice are used as part of our home learning offer. There are some occasions whereby 'live' teaching may be more appropriate/beneficial and allow for better questioning and reflective discussion. The following protocol is followed for Pre-recorded/ 'live' videos.

During 'Live Learning' parent/carer must make sure:

- Children and other members of the household know that the session is taking place
- Devices used should be in appropriate areas e.g. Not in bedrooms and against a neutral background
- Language must be professional and appropriate, including any family members in the background
- Parent/carer will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group session

During 'Live Learning' children will:

- Conduct themselves like they would at school – using appropriate language
- Mute their microphone until they need to speak/ asked to speak
- At the end of the meeting, click '**End meeting for all**' not 'leave' to ensure children are not left in the meeting

During 'Live Learning and pre-recorded videos' teachers will:

- Only provide **group** 'live' learning sessions – this will never be on a 1-1 basis
- Wear appropriate work clothing
- Devices used should be in appropriate areas e.g. Not in bedrooms and against a neutral background
- Lessons will be kept at a reasonable length of time and only between 9am and 3pm
- Record on the 'Live Learning Log' who is attending the session and that consent has been granted
- 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 on CPOMS and passed to the Headteacher and DSL.

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 – Mr Glyn-Jones & Mr Pittilla
- Devices may be discretely offered to families to support home learning