

Claremont Primary School Acceptable Use of Technology Policy

Addendum March 2021



Key Details

Designated Safeguarding Lead (s):
Jenny James (Assistant Headteacher)

Deputies:
Candi Roberts (Headteacher) and Clare Smith (SENCo)

Named Governor with lead responsibility for Safeguarding:
Matt Lowe

Date addendum written/updated: March 2021

Date original policy agreed and ratified by Governing Body: March 2020



**THE EDUCATION
PEOPLE**

Context

On 30th December 2020 parents in Tunbridge Wells were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

Schools will now re-open to all pupils on Monday 8th March 2021.

Addendum

Mobile Phones

Personal mobile phones may be carried by the adults who are on their own with a class, until notified otherwise, in order to contact a member of SLT, the DSL or the office, in an emergency. They must remain locked at all times and not used in front of the children, unless in an emergency situation.

Year 6 pupils have been asked not to bring their mobile phones to school, as they are usually collected and stored together, with other phones, by the teacher. If they walk a long way on their own, we will make an exception; however, they must be turned off when they reached the building and stored in clear plastic bag that can be easily cleaned.

Live Streaming (in the event of a National Lockdown or potentially for a bubble closure)

During any form of live online meeting, maintaining the safety and privacy of all users is paramount. Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the chat or the chat being terminated for all parties.

Rules for engaging with a live video call from home:

1. Video meetings should take place in a family room in the house, such as a living room or kitchen. Children may not join a video call from their bedroom.
2. Check to make sure that nothing private is visible behind you.
3. Only the child invited to the chat should be seen and heard during the call. Anyone else in the room should be out of view.
4. A supervising adult should remain in the room for the duration of the video call when possible. If this is not possible, it will be assumed that the parent is comfortable with the child accessing the session.
5. Children should be dressed appropriately (not in pyjamas), although school uniform is not required!
6. The video call may not be recorded by anyone.
7. Cameras should remain on for the duration of the call.

8. Microphones should be muted when joining and at any other time when they are not required – all children should be familiar with how to mute and unmute themselves.

9. The chat facility should not be used unless directed to do so by the teacher.

If, during the call, a child decides to talk about something of a sensitive nature, the teacher will divert the conversation onto a new topic. If required, a follow-up phone call will then be made home by either the teacher or a Designated Safeguarding Lead.