



Tuesday 26th January 2021

E-safety: Staying safe online at home

Dear Parents

As pupils are spending additional time online in order to complete Home learning, we have reviewed our E-safety policy and Covid-19 amendments can be seen in yellow within the policy on the school website.

This letter aims to guide parents and offer support in terms of keeping children safe online at home.

As a school we recommend that all pupils are monitored whilst using the internet to complete Home learning and when using apps such as Microsoft Teams to take part in class catch-ups.

YouTube

Not many, but some links in our Home Learning lead to a video on YouTube. The videos selected have been checked but we have no way of removing the recommended videos which are listed at the side or below – we recommend children are not allowed browse these without supervision.

RM Unify and Office 365 pupil email accounts

Through RM Unify pupils have access to their school email accounts. We have sent out Microsoft Teams invites this way. Pupils should not be using this account to email each other at this time, please use other forms of communication that you as parents have authorised.

Microsoft Teams

Many of you have expressed how much your children have enjoyed taking part in the weekly Microsoft Teams meetings. They have provided children with the chance to catch up with their teachers and classmates. We recommend that pupils are supervised during these meetings. In a previous letter we asked students to agree to these rules before joining:

- Be respectful at all times
- During the meeting, please act in the same way you would if you were in a classroom –it is an extension of school.
- If you can be seen, but someone else is talking, please do not distract from what they are saying.
- Make sure that everything you type or say is true, helpful and kind.
- Be patient, you may have to wait until it is your turn

There are some restrictions placed on the pupils' accounts through our managed service provider, as they are students, however if you have downloaded the app on a device, please be aware that children should not have access to this without supervision.

Screen time

We are aware that pupils are spending more time than usual looking at a screen to access their Home learning. Here are some ways you can support your child in terms of screen time:

Email: info@st-james.dudley.sch.uk Website: www.st-james.dudley.sch.uk



- Guide them in having regular breaks in between lessons
- Encourage them to complete tasks on paper where possible e.g. write a story with a pen or pencil rather than type it
- When children aren't completing home learning, encourage them to take part in non-screen activities

Home Learning Acceptable Use Agreement

At school, pupils regularly read, discuss and agree to follow our 'Acceptable Use Agreement' - we have rewritten this agreement for use at home. We recommend that you discuss the points below with your child and ask them to agree them, they could even sign their name at the bottom. The information might need to be reworded for younger children and not all of it may be relevant.

Explain that these rules will keep everyone safe and help us to be kind and respectful to others. Let the children know that if there is anything that they do not understand they can ask you or email a teacher about it.

I agree that at home:

- I will not share any of my passwords with anyone other than the adults I live with, or use another person's password
- I will only use school e-mail to receive invites to Microsoft Teams or email my teacher
- If I attach a file to an email, it will not include any inappropriate materials (something I would not want my teacher to see)
- I will be respectful in how I talk to and work with others online and will never write or participate in online bullying. If anyone sends me a message, I do not like or feel uncomfortable about I will show it to my teacher or parent.
- When I type in the chat box or talk in Microsoft Teams meetings I will be kind and respectful. What I write or say will be something I would say in a classroom in front of my teacher.
- I will only use Microsoft Teams when an adult at home is with me.
- I will tell an adult about any unpleasant material or messages sent to me.
- I will not download any programmes or games on to computers, netbooks or laptops unless I have permission to do so.
- I will always check with an adult before I share or publish images of myself, my friends or other people onto the internet. I will also gain other people's permission before I publish images of them.
- I will not make audio or video recordings of another pupil or teacher without their permission.
- When using sites on the internet, I will not give my name, home address, telephone/mobile number, pretend to be someone else or arrange to meet someone I do not know.
- I will always follow the 'terms and conditions' when using a site. The content on the web is someone's property and I will ask a grown up to help me get permission if I want to use information, pictures, video, music or sound files.
- I will think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information and say it's my own work).

Email: info@st-james.dudley.sch.uk Fax: 01384 818811 Website: www.st-james.dudley.sch.uk



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- I am aware of the CEOP report button and know when to use it:



[Click here for more information about this button.](#)

Additional resources:

Our school website has two E-safety pages, please click on the links below:

- [Parents' E-safety page](#)
- [Pupils' E-safety page](#)

E-safety information sites for parents:

- www.thinkuknow.co.uk/
- www.internetmatters.org
- nationalonlinesafety.com/
- www.common sense media.org/
- www.net-aware.org.uk

If you require further information on the topic of e-safety please use info@st-james.dudley.sch.uk to contact the school.

Yours sincerely

A handwritten signature in black ink, appearing to be "S. Mason", written over a light blue horizontal line.

Miss S. Mason
Deputy Head teacher

Email: info@st-james.dudley.sch.uk Fax: 01384 818811 Website: www.st-james.dudley.sch.uk



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