



## Annex to St Mary's E-Learning Policy to reflect COVID 19



### Online Safety

In order to ensure the safety of all involved, the following guidance should be followed when staff and pupils are engaging in online learning platforms recommended by and available via C2K.

- Teachers and pupils need to be fully dressed and should not wear pyjamas / sleep wear during the session or for any photographs or videos which may be uploaded or shared.
- Pupils must not participate, upload, or share videos or photographs from a bedroom.
- The teacher leads the online learning and shares login details including passwords only with pupils and their parents/guardians or other staff members working with the class.
- Pupils / parents / guardians must not share the password/PIN with anyone else.
- Parents /Guardians will supervise and take responsibility for information, photographs, or videos which are uploaded, in the knowledge that some samples maybe shared, for example on the school website. If parents are not willing to share material they should advise the teacher in advance (Seesaw messages between parents and teachers will not be visible to others).
- Live online learning will be limited and where this takes place, parents will be informed of their child's expected participation in advance to first use. Pupils and parents / guardians will also be reminded of acceptable use at this point.
- A disclosure or concern over any online forum will be followed up as it would be in school, in keeping with St Mary's Safeguarding Policy.
- Online sessions should be time limited for the benefit of both children and teachers.