



The Rosewood School
Remote Learning Acceptable Use Policy

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Guidelines, Acceptable use, Pupil and Parental Consent Form

Where E Learning is accessed through the pupil’s own equipment or school provided equipment, the Internet connection, the installation, maintenance and regular checking of filtering remains the responsibility of the parent/carer.

By signing below the parent/carer and the pupil confirm they have read and agree to abide by the policies and guidelines as set out in this document. Furthermore, the parent/carer signatory acknowledges their responsibility in ensuring that the pupil completes work as designated and according to prescribed/agreed timings. Home learning arrangements are to be supported by The Rosewood School staff on a regular basis through a learning mentor, and the signatory agrees to speak with the learning mentor at least once a week. The parent/carer accepts that their oversight is critical to the success of home learning and agrees to meet requests of The Rosewood School related to ensuring pupils are safeguarded effectively in all respects – internet safety, and physical oversight – taking full responsibility for any emergency oversight if required.

Internet Access and the System of Supported Learning

Use of the Internet is essential to the running of the system. Online lessons will take place as agreed in the prearranged timetable.

The Rosewood School is committed to providing as safe an Internet experience as possible for pupils and tutors. This document sets out policy, guidelines, rules and contracts for pupils and parents.

Use of E learning and supporting systems will only be granted if the enclosed document is read, agreed to and signed by pupils and their parent/carer.

In order for parents/carers to access and view their child’s progress, learning checklists and homework on Google classroom please complete the permission below:

I (full name).....

parent/carer of (full name).....

give permission for my email address to be linked to my child’s Google classroom account and the email address I would like to be used is:

(full email address)

Date:

Attendance at Lessons

It is the expectation that the named parent/carer will take responsibility for the pupil's attendance and engagement at the prearranged lessons. If the pupil cannot attend an agreed lesson or, in the case of any other emergency, it is the responsibility of the parent/carer to contact The Rosewood School at Leybourne - telephone 01732 875694. Persistent failure to attend and engage in the lesson will result in the service being terminated.

Safety and the Internet

Some material on the Internet is unsuitable for pupils. Owing to the nature of the Internet, it is impossible for any organisation to guarantee that particular types of material will not appear on a computer screen. It is the responsibility of the parent/carer to make sure that suitable parental controls and filters are set up. Before the start of tuition the learning mentor will check that appropriate filters are in place on the home computer. Online lessons will be recorded for safeguarding purposes and the recordings will be kept for 30 days after which they will be deleted by Zoom.

Camera and Microphone

We have been constantly monitoring the link between the engagement of pupils and the progress they make within the lessons. For teaching and learning to be most effective it is essential that there is interaction and dialogue with the teacher. It is also essential that the teacher can give immediate feedback to the pupil when a task has been completed or a question answered. We have found that where a pupil is fully engaged with their video, and audio switched on, then they make much more progress, as this dramatically increases the pace of the lessons and the ease of interaction.

In a traditional classroom a teacher will be able to read signals from body language of the students which indicate that a student is struggling or finding the work too easy. Without the cameras on they are entirely reliant on the student raising the issue or failing to complete the task. Where the video and or audio are switched off then there is little to no progress. We must insist therefore, that your son/daughter has these features switched on to maximise engagement and progress.

The Rosewood School does not accept any liability for Internet material accessed in breach of this agreement or any consequence thereof

To minimise the risks of pupils encountering unsuitable material:

1. The parent/carer accepts responsibility for supervising the remote lessons daily.
2. Access to the virtual classroom must only be accessed using the username and password provided by The Rosewood School which must not be made available to any other person and **must not be changed**.
3. All websites and resources directly linked to virtual lessons are checked for suitability.
4. The parent/carer will take responsibility for the pupil's use of the Internet in the home at all times.
5. The parent/carer undertakes to be particularly vigilant when pupils are involved in Internet searches.

6. Pupils and the parent/carer undertake to abide by the 'Safe and Acceptable Use of the Internet and Communication Tools' contract which forms part of this agreement.
7. For the purpose of this document a 'communication tool' is defined as any method of communicating information using the Internet such as email, online forms, chatrooms, bulletin boards etc.
8. Pupils and/or the parent/carer will inform staff immediately if unsuitable material is encountered when accessing web-based materials, either independently or via the virtual classroom.

Where unsuitable material is encountered The Rosewood School will liaise with the local authority ICT services, and the site will be referred to the Internet Watch Foundation (details can be found via their website www.iwf.org.uk) and, if appropriate, the police.

Rules for acceptable and safe use of e-mail and other communication tools

- Use of communication tools (including email) outside the system remain the sole responsibility of the parent/carer.
- Pupils are only permitted to use email and other communication tools once they have agreed to, and signed this agreement.
- Use of equipment, email or Internet for financial gain, political purposes or advertising is forbidden.

Safe and Acceptable Use of the Internet and Communication Tools:

Pupil Contract

Using the Internet

- I will ask permission from my parent/carer before using the Internet.
- I will not give my password to anyone else, including my family or friends.
- I will not attempt to access material or websites I know or suspect to be unsuitable for children. This applies to any material of a violent, dangerous or racist nature or material with an inappropriate sexual content.
- I will report any such material or sites to my teacher immediately.
- I understand that my computer files will be checked and the websites I visit, monitored
- I will not complete and send online forms on any web sites without permission from The Rosewood School staff.
- I will not give any personal information when completing online forms. I respect copyright in all Internet sources. When copying materials from the Internet for research
- I will make reasonable efforts to identify and acknowledge the copyright holder. I will not register for any new online accounts.

Access to the Virtual Classroom remains the responsibility of the parent/carer

Using e-mail and other communication tools

- I will ask permission from my Parent/Carer before checking email or using online communication tools.

- I will report to The Rosewood School teacher any messages I receive that are offensive or inappropriate immediately.
- I understand that my email and other online communications may be monitored.
- My communications will always be polite and responsible.
- I will only communicate within my virtual classroom community.
- I will not reveal my full name, address, telephone number or email address via any online communication tools.
- I will only use my first name or an alias online.
- I will not impersonate anyone online or post anonymous messages.
- I will not arrange to meet any person via online communication tools.
- I will ignore and delete email chains or similar communications. If I encounter viruses, I will inform The Rosewood School teacher immediately.
- I will delete any email attachments I am not expecting, even if they appear to come from people I know.

Access to the Virtual Classroom remains the responsibility of the named adult

Pupil Responsibilities

- I will ask my parent/carer to inform The Rosewood School by telephone if I am unable to attend a timetabled virtual lesson.
- I will log on to the timetabled lesson at the time indicated on the timetable and remain in the lesson until I am told by my teacher that the lesson has finished.
- I will attempt all independent study tasks set by my subject teachers and return them, in the time allowed by the teacher, via email or as requested.
- During timetabled lessons, all activities carried out on computers must be directly related to virtual classroom lessons.
- I understand that any activity which changes any of the default settings on the computer configured by virtual classroom staff is forbidden.
- I understand that any activity that attacks or attempts to attack or corrupts or attempts to corrupt any other system is forbidden. This activity is sometimes referred to as 'computer hacking'.
- I understand that use of the computer and Internet to access any form of inappropriate material, such as racist, pornographic or offensive material is forbidden.
- I will only use the computer at the address named above.
- I understand that my conduct should be respectful towards others in the virtual classroom.
- I understand that under no circumstances should I use foul or abusive language.
- If I am using the camera on my computer I must be appropriately dressed and ensure that the background is appropriate.
- I will make sure that the environment in which I work will be quiet and I will ensure that the microphone is muted if it does become noisy.
- It is the responsibility of the parent/carer to make sure that the IT equipment used is suitable for accessing the virtual classroom.
- I understand that The Rosewood School accepts no responsibility in respect for all claims of injury to persons or property relating to the use of the equipment.

Parent/Carer full name:

Parent/Carer signature:

Pupil full name:

Pupil signature:

Date:

Home address:

Appendix 1 – Risk Assessment and Risk Management Record – Remote Learning

<p>Parent/carer risk assessment and risk management record form Remote Learning</p> <p><i>N.B. If parent/staff have any concerns over the learning environment or any aspect of this risk assessment then home learning must not take place until the HoS has made a full assessment and spoken to the parent/carer to investigate the situation</i></p> <p>Pupil: _____ Class: _____ Date: _____</p> <p>Home Address: _____</p> <p>Provider: The Rosewood School - Remote</p> <p>Staff Supporting with the Risk Assessment: _____</p>		
<p>Identifying the hazards – assessing the risk</p>	<p>Risk rating (Low/Medium/High))</p>	<p>Control measures and parental oversight/rationale – reducing the risk</p>
<p>Consider: Site and its environment - is the environment safe and what control mechanisms are in place?</p> <p>The environment is well resourced and comfortable. It would be conducive to learning. The young person will be assessing the virtual classroom daily to an agreed timetable.</p> <p>There is a risk of accessing materials online which are not suitable.</p> <p>There is a risk that the young person may communicate with unsuitable individuals online.</p> <p>There is a risk that someone other than the young person could be entering the virtual classroom.</p> <p>There is a risk that the young person will not engage with the learning therefore wasting resources.</p> <p>There is a risk that the young person will not make adequate progress.</p>		<p>The parent/carer accepts full responsibility for the pupil's safety in the learning environment and accepts that they are responsible for any emergency oversight if required. This has been explained fully.</p> <p>The Remote Learning Agreement has been discussed in detail with the parent/carer and young person.</p> <p>Dangers of this were discussed with parent/carer who explained how they will be monitoring the situation.</p> <p>This will be closely monitored by the parent/carer and the learning mentor. Lessons will be recorded for safeguarding purposes.</p> <p>The Remote Learning Agreement states that persistent failure to attend sessions will result in termination of the service.</p> <p>Camera and microphone should be switched on to enable the teacher to interact effectively with the young person.</p>
<p>On-going risk assessment</p>	<p>1. Apply the control measures</p>	<p>2. Monitor how effective they are</p>
<p>3. Change, adapt, revise as required</p>		
<p>Review comments:</p>		
<p>Parent\Carer signature:</p>		<p>Date:</p>
<p>Please print name:</p>		<p>Authorising Officer:</p>

NAME OF CHILD: []

Remote Education Laptop Acceptable Use Agreement for Carer/Parent



Make and Model : []

Serial number of laptop: []

This laptop is provided by Kent County Council and The Rosewood School to support remote education

User Agreement

- I will place any internet based technology (including laptops, desktop computers and games consoles) into a family space and will ensure that parental settings and controls are in place.
- I will access appropriate support and training and will visit: www.thinkuknow.co.uk/parents/Carers , www.saferinternet.org.uk, www.pitda.org.uk and www.childnet.com for more information about keeping children safe online
- I will support my child by sharing responsibility and role modelling safe and positive online behaviour and by discussing online safety with them when they access technology at home.
- I will set up a house 'contract' about safe internet use within my home which will be created with my child to address any issues they may have, what I expect from them and what they can expect from me.
- I will appropriately supervise my children's internet use at home

- I will contact my child’s mentor/teacher or Head of School if I have any concerns about e-Safety
- I agree to the terms shown on this document.
- I agree that the laptop will be used in a responsible way at all times.
- I understand that the laptop is the property of Kent County Council / The Rosewood School and will be taken away if there are any concerns about its use.
- I agree to return the laptop at the end of the remote learning programme or at the request of The Rosewood School in a workable and in a condition that would be acceptable under fair wear and tear.

Carer/Parent Signature: _____

Carer/Parent Name: _____

Date: / /