

Remote Learning Policy

Reviewed by: Sarah Fox, David van Marle

Reviewed: January 2021

Next review: August 2021

Related Policies: Safeguarding & Child Protection Policy, Safeguarding and Child Protection Policy Addendum - Response to COVID-19 (Coronavirus), E-Safety Curriculum Outline, G-Suite and Zoom Acceptable Use Agreement, GDPR, Staff Code of Conduct, Behaviour and Discipline Policy, Curriculum Policy, Assessment Policy, Curriculum Framework; SEND Policy; CSS Video Conferencing Guidance Note for Staff; CSS Guidance Note for Staff Working from Home; and [DfE guidance on Remote Learning](#)

Endorsement

Full endorsement is given to this policy by:

Name: Joel Chalfen

Position: Cambridge Steiner School Trustee

Signed:



Date: January 2021

Aims and Guiding Principles

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

The lesson planning for remote learning forms part of the Curriculum Policy and Assessment Policy, where the same procedure is followed but follows a Virtual Pathway.

The Remote Learning Policy is used in partnership with the Curriculum Policy, Assessment Policy, Curriculum Framework and SEND Policy and should be read in conjunction with our Safeguarding and Child Protection Policy Addendum - Response to COVID-19 (Coronavirus).

'Remote Learning' is taken to mean any teaching or learning that takes place offsite, delivered via a digital platform. This includes pre-recorded audio and video clips, and any learning materials to be accessed online. A 'Virtual Lesson' refers specifically to a digital platform in which there is a live exchange between teacher and pupil(s).

Guiding Principles for our Remote Learning provision:

- We strive for a simple and coherent approach, with clear daily and weekly rhythms, which will be set out in a class timetable
- We aim to provide a balance of activities and lessons across different subject areas
- There will be a short focus each day on literacy and numeracy practice to help ensure that skills in these areas are maintained
- We wish to prioritise the support of parent and children's mental health and wellbeing; class teachers will make time for regular check ins with each family
- We understand that some parents will be working from home and that it is not always helpful or possible for parents to assume the role of 'schoolteacher'. We have therefore opted for an approach which will involve daily live sessions for the different classes whereby teachers can provide direct input. Working from our own teachers' experiences and of our colleagues at sister Steiner Waldorf schools, these will be carefully planned, engaging and active, and designed to limit screen time. Work will be planned to be child-led and should be able to be completed largely independently (though this may vary!) Even though there will be live teaching, these will work to inspire hands on activities and experiential learning.
- There will be an expectation of work being shared with/returned to teachers, within given timescales. This setup will look a little different moving up through the school. It is incredibly important for teachers to be able to understand how the children are interacting with the learning material, to assess progress and learning and inform their future planning.
- SEND support will continue both onsite and remotely - your class teacher and our SENDCo Charli will confirm arrangements.

Google Classroom

To help facilitate our pupil's home learning we will be using Google Classroom. Google Classroom is a web-based learning environment. When logged into Google Classroom, pupils can collaborate with their peers and teachers. Google Classroom offers a digital safe space for pupils (or parents on their behalf) to view class announcements, communicate with teachers and classmates, access posted lesson content, view work that the teacher has set, and turn in completed work. Only authorised Cambridge Steiner School (CSS) users (pupils, teachers, and other designated staff members) can have access to a CSS Google Classroom. Google users outside the CSS network are not granted permission to any CSS Classroom. With parental permission (Appendix A) a secure G-Suite login will be created for each pupil which will allow access to Google Classroom. For children in Class 5 and under the login details will be shared exclusively with parents (it would be at their own discretion to share this with their child). All parents, and pupils in Class 6 - 8, will be asked to read and sign our Acceptable Use Agreement (Appendix B).

Teachers will upload learning resources and schedules to Google Classroom, and any completed work can then be shared here too. This system helps to keep things organised, ensures clarity, and facilitates coordination between teachers.

Zoom

All Virtual Lessons will take place on Zoom, a cloud-based video conferencing service. All teachers have their own Zoom account set up using their school email. For parents: the Zoom app needs to be downloaded in order to access meetings (this is free to do and a download for every type of device can be found here <https://zoom.us/download>). It is not necessary for parents to set up a Zoom account (and note that it is prohibited for 16s to do so). Teacher's will provide secure links to each lesson, which when clicked will direct parents/pupils to the waiting room of the Virtual Lesson meeting. The teacher will admit pupils when the lesson is ready to start.

Roles and Responsibilities

Teachers / those delivering Remote Learning:

When providing remote learning, teachers should be available between 8am and 4pm or their agreed part-time hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

1. Administration

- 1.1. Pupil Registers – Class & Participants Registers are completed for each Virtual Lesson that is delivered
- 1.2. Remote Learning - material is delivered via G-Suite Classroom and Zoom
 - 1.2.1. All Pupils must have their own School Based G-Suite account to participate. For children in Class 5 and under the login details will be shared exclusively with parents (it is at the parent's own discretion to share this with their child). Parents must give permission for an account to be set up for their child (Appendix A)
 - 1.2.2. All parents, and all pupils in Class 6 – 8, will be asked to read and sign our G-Suite and Zoom Meeting Acceptable Use Agreement prior to use (Appendix B)
- 1.3. Prior to delivering a Virtual Lesson ensure the setup is all working effectively
 - 1.3.1. All Virtual Lessons should operate using a waiting room
 - 1.3.2. The private chat function should be disabled
 - 1.3.3. If a Virtual Lesson is not delivered to all participants note which pupils need recall of the session missed
- 1.4. If technical difficulties cause a Virtual Lesson to be postponed, the lesson should be rescheduled if possible, and all participants informed
- 1.5. Teachers should refer to the [Comprehensive Guide to Educating through Zoom](#) when setting up their Virtual Lessons and should ensure they have read the CSS Video Conferencing Guidance Note for Staff

2. Setting Work

- 2.1. Lessons should be prepared for all classes or sessions identified on your timetable. You may sometimes be asked to cover for a colleague
- 2.2. When work is being set on Google Classroom to supplement Virtual Lesson content, wherever possible this should be uploaded by at least 3pm the day before
- 2.3. Assignments should be uploaded on Google Classroom (contact john@cambridge-steiner-school.co.uk for support if needed) with dates for submission
- 2.4. Subject teachers are invited to join the Google Classroom for each Class, to set their own work and help aid co-ordination with other teachers

3. Providing Feedback

- 3.1. Pupil's will submit completed work via Google Classroom, or share during live lessons
- 3.2. Verbal feedback can be given during live lessons, small group or 1:1 check in sessions. Where appropriate, written feedback can be provided through Google Classroom
- 3.3. Feedback for submitted work should be shared within a week of submission, unless a different timescale has been agreed between teacher and pupils

4. Professional conduct

- 1.1. Ensure that your conduct adheres to the Staff Code of Conduct
- 1.2. Ensure that you are dressed suitable and professionally and not casually
- 1.3. Ensure that your communication, language and conversation is professional not casual, and do not discuss personal issues or matters not relevant to the Virtual Lesson
- 1.4. Ensure that your workplace is secure and will not be interrupted by other persons
- 1.5. Ensure that your workplace does not display personal items
- 1.6. Ensure that you have read the CSS Guidance Note for Staff on Working from Home

2. Communication

- 2.1. Ensure that parents are aware of your Remote Learning timetable and have all access information required.
- 2.2. Be prompt and professional with lesson times, just as you are in school.
- 2.3. Ensure that your Remote Learning includes assessment, feedback and evaluation to pupils
- 2.4. Ensure that parents are made aware immediately if a pupil's behaviour has caused concern or a feed was disconnected, including concerns about work not being completed

3. Safeguarding & Behaviour

- 3.1. Ensure your online teaching room conveys a professional atmosphere, just as you would if teaching in your home

- 3.2. Behave appropriately and professionally, just as you would in a school. Allow no other family members into the teaching room
- 3.3. Ensure that the DSL and Education Manager are aware of the timetable and delivery of any Virtual Lesson (set timetables/ google calendar) including access to any Zoom link to be used
- 3.4. If teaching a Virtual Lesson to an individual pupil, please ensure that a parent is present in the room or alternatively arrange for a colleague to join you. If this is not possible, the session should be recorded. However, this can only take place using the designated school Zoom account (through which recordings can be stored securely), with parent consent, and clear reasoning provided to all participants prior to the call. **Do not teach a 1:1 session without these measures in place**
- 3.5. Ensure that you are the last user to exit a Virtual Lesson
- 3.6. Ensure that Pupil behaviour while in a Virtual Lesson accords with the Pupil Code of Conduct
- 3.7. Ensure that if a pupil behaves inappropriately that they are immediately disconnected from the feed of the Virtual Lesson
- 3.8. Ensure that any behaviour incidents or reported on MyConcern
- 3.9. It will sometimes be helpful to have a colleague present and online when teaching a Virtual Lesson to a class or group of pupils, for example, to provide support with allowing pupils to enter from the waiting room
- 3.10. In keeping with the Safeguarding Policy all incidents and allegation need to be reported immediately via MyConcern
- 3.11. Ensure that any possibility of allegation or potential for misunderstanding regarding professional conduct is disclosed immediately with the DSL and Education Manager
- 3.12. Ensure that your device is turned off (shut down) at the end of each Virtual Lesson
- 3.13. The school **does not support the upload of personal photos or videos of children** unless specific consents have been sought
- 3.14. Private systems (e.g. personal Google or Microsoft emails) should never be used and personal staff mobile numbers should not be given out to pupils
- 3.15. Wherever possible, online 'chats' should always include (or be visible by) at least two staff and/or pupils, and they must be auditable.
- 3.16. Please note, parental consent is required for teachers to speak with a child on the phone, and we ask that parents remain present in the room with the child for the duration of the call
- 3.17. Pupils and staff should be reminded that the online learning environment should respect the same boundaries as the classroom, and no privately arranged face-to-face meetings should take place outside the school premises
- 3.18. Teachers should be aware of and encourage parents to access our E-safety and IT Support Parent Handout (Appendix C)

3.19. All staff must read and sign the CSS ICT Acceptable Use Policy and Agreement

SENDCo:

The SENDCo is responsible for:

- Working closely with the teachers to help those children (and families) in need of additional support
- Ensuring that all pupils on the SEN register are receiving support
- Monitoring the impact of interventions as part of the IEP assess plan do review cycle

Senior leaders:

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (Lead: Sarah Fox: sarah.fox@cambridge-steiner-school.co.uk)
- Monitoring the effectiveness of remote learning through weekly department check in meetings (discussing feedback along with review of lesson content), regular parent evenings or check ins, surgery hours and half termly parent and staff surveys.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead:

The DSL is responsible for:

- continuing to oversee child protection and safeguarding and review of the child protection/safeguarding procedures against the government guidance documents: *Coronavirus (COVID-19): safeguarding in schools, colleges and other providers* and *Safeguarding and remote education during coronavirus (COVID-19)* to consider potential issues with virtual/online teaching and learning.
- Ensuring that staff are aware of any changes or updates
- Ensuring that arrangements are in place for monitoring of the welfare of vulnerable children during the current period

See Safeguarding and Child Protection Policy and Addendum for more details (available on the school website).

IT support:

IT support staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any observed data protection breaches to the data protection officer

Pupils and parents:

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Many individuals, our teachers included, will be working flexibly during this period to fit with family commitments. Parents are asked to support our teachers by using agreed lines of communication and respecting boundaries in terms of the frequency and timing of communication. To help support this, teachers will offer surgery hours or bookable slots during which they will be available for contact and to offer support.

Our SENDCo Charli Waller will be working closely with the teachers to help those children (and families) in need of additional support. Please speak with your class teacher in the first instance if you have any concerns about your child's learning.

Board of Trustees:

The Board of Trustees is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to a colleague individually, bring as an item to the weekly department meeting, or get in touch with the subject lead, SENDCo (Charli Waller: charlotte.waller@cambridge-steiner-school.co.uk) or Education Manager (Sarah Fox: sarah.fox@cambridge-steiner-school.co.uk)
- Issues with behaviour – talk to the DSL (David van Marle: david.vanmarle@cambridge-steiner-school.co.uk) or Education Manager (Sarah Fox: sarah.fox@cambridge-steiner-school.co.uk)
- Issues with IT – talk to IT Support (John Timperio: john@cambridge-steiner-school.co.uk) or Bridget Crabb (bridget@cambridge-steiner-school.co.uk)
- Issues with their own workload or wellbeing – talk to your line manager or the Education Manager (Sarah Fox: sarah.fox@cambridge-steiner-school.co.uk)

- Concerns about data protection – talk to School Business Manager (Tara Livermore, tara.livermore@cambridge-steiner-school.co.uk – contact details for data protection officer: dataservices@judicium.com)
- Concerns about safeguarding – talk to the DSL (David van Marle: david.vanmarle@cambridge-steiner-school.co.uk)

Data protection

Accessing personal data:

When accessing personal data for remote learning purposes, all staff members will:

- Only access or share personal data via secure networks such as Engage and Google Drive
- Ensure that personal data is never saved directly onto a personal device, using school-owned devices wherever possible/practical
- Virtual lessons **should not be recorded** if using your individual school zoom account on a personal device. If the need arises to record a lesson, this must be organised centrally using the designated school Zoom account (through which recordings can be stored securely), with parent consent, and clear reasoning provided to all participants prior to the call.

Processing personal data:

Staff members may need to collect and/or share personal data such as names and email addresses, as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure:

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- Not sharing a school owned device among family or friends

Safeguarding

Safeguarding and Child Protection Policy Addendum can be accessed on the school website.

Designated Safeguarding Lead (DSL) is David van Marle (david.vanmarle@cambridge-steiner-school.co.uk)

Deputy DSLs: Sarah Fox (sarah.fox@cambridge-steiner-school.co.uk) and Charli Waller (charlotte.waller@cambridge-steiner-school.co.uk)

Complaints & Disciplinary Procedure

If a complaint is made against a staff member then the CSS Concerns and Complaints Procedure will be applied and adapted to first call rather than meeting and follow a Virtual process through the procedure.

If a staff member needs to make a complaint, then the CSS Grievance Procedure should be adhered to.

If a staff member's conduct evokes a Disciplinary or Capability Procedure, then an adapted Virtual Procedure will be applied.

Monitoring arrangements

This policy will be reviewed half termly by Sarah Fox, Education Manager. At every review, it will be approved by Joel Chalfen, Teaching and Learning Committee Chair.

Appendix A: G Suite for Education – Consent Form

At Cambridge Steiner School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of pupils and teachers around the world. At Cambridge Steiner School pupils will use their G Suite accounts to view class announcements, communicate with teachers and classmates, access posted lesson content, view work that the teacher has set, and turn in completed work. The only information that Google requires in order to set up the account is your child's name.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use pupil personal information for users in KS1 and KS2 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not set up a G Suite for Education account for your child. Please return this consent form to: reception@cambridge-steiner-school.co.uk

Thank you,

Sarah Fox (Education Manager)

I give permission for Cambridge Steiner School to create/maintain a G-Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Full name of pupil / Class

Printed name of parent/guardian

Signature of parent/guardian

Date

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from pupils in connection with these accounts.

Only authorised Cambridge Steiner School (CSS) users (pupils, teachers, and other designated staff members) can have access to a CSS Google Classroom. Google users outside the CSS network are not granted permission to any CSS Classroom. The only information that Google requires in order to set up the account is your child's name.

Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child - they have a much higher security setting than our staff for example. We take advice on these settings from companies that advise us.

Using their G Suite for Education accounts, pupils may access and use the following "Core Services" offered by Google Classroom (described at https://gsuite.google.com/terms/user_features.html):

- Google Classroom (all classes)
- Calendar (all classes)
- Gmail (Class 6 and above)
- Docs (Class 6 and above)
- Sheets (Class 6 and above)
- Drive (Class 6 and above)
- Meet & Hangouts (Class 6 and above)

What personal information does Google collect?

When creating a pupil account, Cambridge Steiner School may provide Google with certain personal information about the pupil, including, for example, a name, email address, and password, which are held securely on our own server.

- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses pupil personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to

protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use pupil personal information for users in schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We allow pupils to access Google services such as Google Docs, which include features where users can share information with others within our Internet domain here at Cambridge Steiner School.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Cambridge Steiner School, G Suite for Education accounts, because they are school- managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not continue to provide a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting John Timperio (john@cambridge-steiner-school.co.uk). If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed into the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact John Timperio (john@cambridge-steiner-school.co.uk).

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html).

Pupils need to know:

Pupils have no expectation of privacy in their use of G-Suite as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement, whether they access these in school or at home.

Parents need to know:

Pupils email is archived and the G-Suite Acceptable Use Agreement will be enforced. School staff will monitor pupil use of applications when pupils are at school. Parents are responsible for monitoring their child's use of applications when accessing programs from home; the school cannot take responsibility for home Internet access and its setup. Pupils are responsible for their own behaviour at all times.

Appendix B: G-Suite and Zoom Meetings Acceptable Use Agreement

Information for parents / carers:

In the current COVID-19 situation in which most of our pupils are learning remotely, we have taken the decision to use G-Suite and Zoom Meetings to help to facilitate home learning.

At Cambridge Steiner School we believe the children have an entitlement to safe Internet access at all times.

This policy is intended to ensure that: children will be responsible users and stay safe whilst using G-Suite and Zoom for educational use; and that school G-Suite system and users are protected from accidental or deliberate misuse that could put the security of the system or users at risk.

Cambridge Steiner School will try to ensure that all pupils have access to G-Suite and Zoom (subject to parental consent) to help enhance their learning at this time and will, in return, expect the pupils to agree to be responsible users.

Please note: login details for children in Class 5 and under will be shared exclusively with the child's parent/carer. It will be at the parent/carers discretion to share this information with their child and ensure that their child is aware of the expectations set out in this Acceptable Use Agreement.

Acceptable Use Agreement (for pupils in Class 6 and above):

I understand that I must use G-Suite and Zoom in a responsible way – so that myself and others keep safe.

For my personal safety:

- I will not give any of my own personal information, or personal information about my family and friends when I am on-line
- If I see something that makes me feel sad or upset I will tell an adult I know and trust
- I will treat my username and passwords like my toothbrush – I will not share it or use anyone else's
- I will not agree to meet someone I have been talking to on-line, and will tell a trusted adult if anyone asks me to meet them

I understand that everyone has equal rights to use technology as a resource and:

- I will use kind words on-line
- I will only upload completed work and will not upload or share any inappropriate documents, pictures or information
- I will not take screenshots of anyone or upload any personal photographs
- I will not copy, delete or change other people's work

When using the Internet:

- I understand that I am responsible for what I do both in and out of school

I understand that the school may take action if I do not follow the above rules (if it affects the school or any other pupil / staff member). This may include my parents / carers being contacted.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you would like further explanation of these rules, please contact the school.

Until this form is signed and returned, access to G-Suite and Zoom will not be granted.

I have read and understand the above and agree to follow the guidelines when I use G-Suite and Zoom.

Name of Pupil: _____

Class: _____

Signed (pupil): _____

Date: _____

As the parent/carer of the above pupil, I confirm that I give permission for my child to have access to G-Suite and Zoom meetings.

I know that my child has signed an Acceptable Use Agreement and has received, or will receive, E-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on G-Suite and Zoom will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's E-safety.

Parent/Carers Name _____

Signed _____

Date _____

Appendix C: E-Safety and IT support – Parent Handout

As a school, we are conscious of the risks attendant on entering the virtual environment, and we would like to work in partnership with you to help to mitigate these risks for the children. The way in which learning materials will be provided on Google Classroom will allow families to manage your own child(ren)'s access. If your child will be using digital devices themselves then we strongly encourage you to ensure that secure parental controls are in place.

Here are some links from NSPCC for helping to keep children safe online:

- [Parental Controls](#)
- [Talking to your Child about Online Safety](#)
- [Inappropriate or Explicit Content](#)

And some additional links from the Cambridgeshire Safeguarding Team:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Our IT specialist John Timperio has offered to help families set up parental controls for a small fee, please contact him directly to arrange this: john@cambridge-steiner-school.co.uk

Reporting concerns:

If you or your child have any concerns concerning internet safety, please contact our DSL (David van Marle: david.vanmarle@cambridge-steiner-school.co.uk). Here are some additional links from the Cambridgeshire Safeguarding Team for different routes for support and reporting online abuse:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse