

WALFORD NURSERY & PRIMARY SCHOOL



POLICY
for
HOME-LEARNING with TECHNOLOGY

Reviewed: March 2020
Date for Review: March 2022

Contents

Contents.....	2
Introduction	3
1 Policy & Rationale	3
1a Why use technology for home learning?	3
1b Responsibilities, reviewing the vision and policy	4
2 Education & Resources	4
2a Showbie	4
2b Zoom – Video conferencing	5
3 Involving parents / carers	5
4 Online safety & safeguarding	5
5 User accounts and personal data.....	6
6 Parity of provision.....	6
7 Further guidance, support and reading	7

Introduction

This policy has been adopted from Herefordshire Computing for Primary Schools and has been written using guidance from SWGfL and contributions from all members of the school community. It is a vehicle to communicate best practice and to recommend systems and processes based around specific systems used at Walford Nursery & Primary School (Showbie and Zoom).

Links to other policies / documents

Computing Policy

How the subject of computing is used, managed, resourced and supported in school.

Online Safety Policy

How we strive to ensure that all individuals in school stay safe while using technology in and out of school.

Data Protection Policy

How we categorise, store and transfer sensitive and personal data.

Computing Progression

Relating directly to learning progression and coverage in the Computing curriculum.

Safeguarding & Child Protection Policy

Specific links to online safety.

Policy & Rationale

Why use technology for home learning?

This policy has been created as a direct response to the COVID-19 outbreak. It is hoped that good practices and solutions developed and adopted during this most difficult time will continue to be used when we return to our usual ways of working with children.

In so many areas, learning has the potential to extend possibilities, motivate children and to extend the audience. These are no less true for home-learning, where technology may well become the main vehicle for learning. This is particularly the case when children, either as a group or as individuals, cannot be present in school.

Responsibilities and Review

This policy is reviewed every two years, or more often if significant changes in technology or circumstance arise. All revisions are ratified by the governing body and it is formulated and monitored by the Computing coordinator. We consider that this policy is the best technical solutions at the time of writing.

Education and Resources

We use technology in a profitable way. We are clear that technology at home is not just a replacement for activities that might take place in school in more traditional ways: teachers plan for appropriate and value-added activities drawing on what technology is good at. Not all home-learning is screen based in order to achieve a healthy balance.

Appropriate training and support in home learning and technology is provided for staff.

Timescales are usually longer for home-based tasks and teachers' expectations are adjusted accordingly. Marking takes on a new meaning and different forms whilst standards and expectations are set accordingly.

Support is provided for parents, where appropriate, in order to help them understand how they can best support their children and how to adjust their own expectations.

Showbie

Throughout the school, Showbie is the main content management / workflow system. As a superbly versatile tool, individual teachers will use it in different ways.

During the school day, Showbie is used routinely in the classroom when children are using technology to:

- provide a means by which they can build up their own portfolio of work created on tablets;
- share this work with others and with the teacher, thereby increasing the audience and purpose;
- enable teachers to share digital worksheets / resources / activities easily to children;
- allow children to explain their thinking (drawing tool);
- provide audio support / feedback / dialogue for all children, irrespective of need;
- provide a vehicle for communication with parents.

In addition, we use Showbie **as a home learning tool** to:

- provide an essential communication system;

- provide a versatile 'homework' tool enabling meaningful tasks to be carried out at home;
- allow every child to interact, exchanging work and comments with their teacher.

Zoom – Video Conferencing

Walford Nursery & Primary School have chosen to use Zoom for live sessions and for controlled and supervised interaction between children because it offers a hassle free, easy to setup and managed environment. Zoom provides a superbly simple video conferencing solution.

Teachers make their own decisions about how best to use it with their own classes but broadly it is used:

- to provide a platform where children can exchange and share ideas live;
- to enhance wellbeing and mindfulness for children who will not otherwise see their friends;
- as a tool for staff meetings, parents' meetings, governor meetings, etc.

Involving Parents / Carers

In line with the terms and conditions of online platforms, we obtain parental/carer consent for all online tools we use in school. Parental / carer consent is obtained once a year / as children enter the school. A list of online platforms used in school can be found on our website.

Walford Nursery & Primary School ask parents to take an active role in the oversight of their children's learning at home. We help to facilitate this by encouraging them to use the school website, daily emails and Showbie to keep informed of work posted by their child / teacher. Showbie and email are used to maintain online conversations with parents / carers.

Where video conferencing takes place, a parent / carer must be present.

We initiate conversations with parents / carers on the subject of access to technology at home in order to ensure equity of provision (see below).

Online Safety and Safeguarding

All online activity is undertaken in school within the parameters of our online safety policy.

Safeguarding is an important consideration in all that we do and this extends to home-learning. Official school email accounts have been created for teachers use.

Whilst we recognise that home-learning may bring with it additional opportunities for all, we are mindful of the need for increased vigilance and safeguarding.

Safeguarding concerns are reported according to our policy.

Children are encouraged to report any concerns they may have to a member of staff.

Teachers regularly discuss with children the importance of keeping passwords secure and we recognise that this is especially important beyond the protection of the classroom.

Children are reminded about taking breaks from screens and the dangers of overuse. Daily parameters around when teachers are available online have been set (10.00am-11.00am and 2.00pm-3.00pm).

Children are reminded about camera, microphone and device security and about privacy controls on devices.

- NCSC Guidance on security of cameras
- NCSC Securing devices

Teachers remind children of the video call rules and etiquette at the start of every session:

- children must be appropriately dressed and in an appropriate room;
- participants need to wait their turn to speak (put hands up, teachers muting pupil's devices);
- consider what is in the background;
- be aware of open mics and cameras;
- 'classroom standard' behaviour is expected;

All use of technology affords opportunities for online safety discussions; this is no less true of technology at home.

Unsupervised one-to-one tuition is not permitted in order to protect both the child and the adult.

Acceptable use policy guidelines (see our Online Safety Policy) apply equally with remote learning.

Children are not permitted to record live video sessions.

Teachers keep a record of when recordings were made and who participated in them.

User Accounts and Personal Data

Children sign in to Showbie at home using their user account and password. This gives them access to their portfolios and communication with their class teacher.

We use a parents / carers' email addresses to communicate daily activities and updates.

Parity of Provision

We are clear that inequality of home provision of technology is not used as a reason for the majority not to use it.

Where possible, alternative means of completing tasks are made available to children so that technology is not essential.

When children are coming to school, appropriately supervised lunchtime / after-schools clubs are available for children to complete home tasks using technology.

Older devices which we no longer use routinely in school are discretely offered to children for home use. Teachers engage parents in conversations about what is possible with technology at home. Conversations with parents / carers also touch on connectivity, broadband and payment plans. We are keen that vulnerable parents understand the implications of working with video files, for example, outside of an unlimited data plan on mobiles.

Further Guidance, Support and Reading

- Zoom for Education – an overview of what they offer.
- Zoom for online learning – advice for video tutorials.