Scholes (Elmet) Primary
St James' CE Primary
Moortown Primary

Teaching and learning during the pandemic: home learning

Date: 27 January 2021

Aspects and details set out here are subject to change for two reasons:
What we do to support learning at home is constantly under review so we can best meet the needs of our pupils and their parent/carers. Your feedback is welcome.
The situation locally and nationally changes, too.

Introduction

During the national lockdown in January 2021, schools must close for all pupils except the children of key workers and those children who may be vulnerable in some way.

This policy sets out our provision in place for children working from home. Similar learning activities will take place for those children attending school.

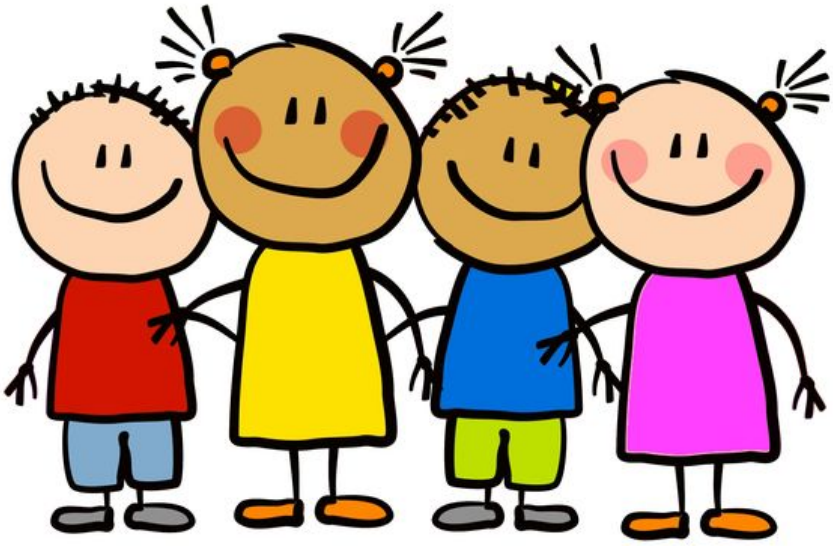
There is guidance on the role of pupils, parents/carers and teachers. The information is intended to provide clarity and transparency to pupils and parents/carers about what to expect from remote education.

Sphere Federation schools provide remote learning (online) for pupils who are not able to attend school so that all our pupils can continue to make good progress. We use a combination of the following approaches to teach pupils remotely:

- the main provision is seven, daily recorded sessions (six video recordings made by Sphere Federation teachers plus one from White Rose Maths)
- we'll also refer to some 'mini-sessions' using commercially available websites supporting the teaching of specific subjects or areas (eg Time Tables Rock Stars)
- occasionally, we'll remind parents of other ways to support home learning, and in particular the BBC schedule of programmes available (CBBC, 9.00am to 12 noon) and PE with Joe (YouTube)

If pupils have no access to online learning, we can explore other options, which may, but not necessarily, include paper-based approaches to learning at home.

Each family is unique and should approach home learning in a way which suits their individual needs. However, we strongly advise establishing a timetable for learning at home and sticking to this: routines really benefit children. (We've provided template timetables later in this document.)



The seven daily lessons

	Y1,2 *Taught by…*	Y3,4 *Taught by…*	Y5,6 *Taught by…*
Reading: skills	**Mr Gathercole** (Scholes)	**Mrs McCormick** (Scholes)	**Miss Wilson** (Moortown)
	Using a variety of texts and video clips, we'll read, make predictions and ask questions, as well as spend time finding information, inferring and understanding a writer's choice of language.		
Reading: fluency and vocabulary	**Mrs Latham** (Scholes) **Miss Harker** (St James' CE)	**Mrs Wadsworth** (Scholes)	**Mrs Hogarth** (Scholes)
	Following the fluency sequence that we've posted on home learning previously, we'll get really familiar with one text, getting more independent and faster with our reading of it. We'll develop vocabulary within this session too.		
Writing: skills	**Miss Lowry** (Scholes) **Mrs Lake** (Scholes)	**Mr Wain** (Moortown)	**Mr Freeman** (Scholes) **Mrs Hogarth** (Scholes)
	Sessions include handwriting, as well as supporting children's basic skills of punctuation and grammar.		
Writing: texts	**Mr Gathercole** (Scholes)	**Mr Catherall** (Scholes)	**Mr Owen** (Moortown)
	After generating ideas, teachers will model writing, support sentence skills and develop independent writing and editing.	*Lessons will generally follow a normal sequence that we use in class: reading as a writer, understanding a text, developing skills, applying these skills and editing writing.*	
Phonics / spelling	**Mr Parker** (Moortown)	**Mrs Welsby** (St James') **Mrs Valentine** (St James')	**Mr Mills** (St James')
	We'll revisit sounds and words children should already know, before teaching new phonics/spelling rules or patterns and giving children an opportunity to practise and apply these.		
Maths	**White Rose Maths**		
	Daily lessons for each year group with videos, worksheets and answers.		
Science Topic	**Mrs Freeman** (Moortown)	**Mr Wilks** (Moortown)	**Mr Freeman** (Scholes) **Mr Lindsay** (Scholes)
	Lessons aim to cover what we'd normally be learning in school, including knowledge, skills and vocabulary.		

We encourage you to supplement the seven sessions set out here with some 'mini-sessions' (eg Time Tables Rock Stars, NumBots).

We also encourage you to build in some other ways to support home learning, and in particular the BBC schedule of programmes available (CBBC, 9.00am – 12 noon) and PE with Joe (YouTube).

Top tips to help you support your child

- **Tell school if online learning isn't possible at home – we'll provide an alternative, such as paper-based learning.**
- Check the home learning page on our school website for the seven daily home learning tasks (and three mini sessions) for the week ahead. These will be posted on the school website by around 5.00pm each Friday.
- It's helpful for children to have a regular and familiar routine. We recommend that you maintain a structure for each 'school day' – the timetables we've provided later in this document might help with this. Be clear with your child when each activity will start and end, including breaks.
- Find an appropriate place for your child to work – somewhere that's comfortable and away from too many distractions, if possible.
- Find a balance between providing support but making sure your child is working independently.
- Be realistic: seven sessions might be too much for some children. Concentrate on as many as your child (and you!) can do without forcing it too much. You might want to seek advice from the class teacher about which lessons to prioritise. As a general rule, it would be a good idea to do at least one from each 'colour' on page 2. However, stick to the same series of lessons across the week as the learning will build up from Monday to Friday.
- Top up the sessions with 'mini-sessions' (NumBots or Times Tables Rock Stars, for example) and with home learning programmes on CBBC (9.00am to 12 noon).
- 30 minutes (or a couple of shorter periods) of quiet reading would be a really useful feature each day.
- Also important, regular sessions of physical activity (PE with Joe Wicks on Mondays, Wednesdays and Fridays, for example!).
- Praise your child for maintaining concentration and producing work that's well-presented and carefully carried out. (We've added a smiley, straight and sad face on some of the timetables – you could build in some sort of daily target where you reward smileys for quiet focused learning in each session, perhaps aiming for three and building up to four, five…)
- If anything is unclear in the activities that are set, you can communicate with class teachers by email. (We've listed the email addresses – see below.)
- The learning that your child completes at home should be kept safe, ideally in their home learning book (call into school to collect these), and can be brought back to school when safe to do so.
- Make sure you and your child follow our policies and guides – see below.

Email for your child's teacher:

When you need to email, contact your child's regular teacher – they'll have a good awareness of the seven daily lessons. (Don't contact the teacher who's delivered the recorded lesson.)

MOORTOWN Primary School

Reception - Mrs Burke:	moortowneyfs@spherefederation.org
Year 1 - Mrs Taylor: **Year 1** - Mrs Freeman:	carolinetaylor@spherefederation.org jackiefreeman@spherefederation.org
Year 2 - Mr Parker:	benparker@spherefederation.org
Year 3 - Mr Wain:	oliwain@spherefederation.org
Year 4 - Mr Wilks:	paulwilks@spherefederation.org
Year 5 - Mr Owen:	davidowen@spherefederation.org
Year 6 - Miss Wilson:	jenwilson@spherefederation.org

SCHOLES Scholes (Elmet) Primary School

Nursery – Mrs Beesley **Nursery** – Mrs Long	scholesf1@spherefederation.org
Foundation 2 – Miss Parling **Foundation 2** – Mrs Allen-Kelly **Foundation 2** – Mrs Wilkins	scholesf2@spherefederation.org
1KN – Miss Lowry **1KN** – Mrs Lake	kaylowry@spherefederation.org natalielake@spherefederation.org
1,2V – Mrs Latham	vickylatham@spherefederation.org
2C – Mr Gathercole	carlgathercole@spherefederation.org
3,4E – Mrs McCormick	emmamccormick@spherefederation.org
3,4N – Mrs Wadsworth	nicolawadsworth@spherefederation.org
3,4O – Mr Catherall	olliecatherall@spherefederation.org
5,6B – Mr Freeman	benfreeman@spherefederation.org
5,6M – Mr Lindsay	marklindsay@spherefederation.org
5,6S – Mrs Hogarth	sarahhogarth@spherefederation.org

ST JAMES' Church of England Primary School

Foundation 1,2 – Miss Marsden	stjameseyfs@spherefederation.org
Year 1,2 – Miss Harker	katieharker@spherefederation.org
Year 3,4 – Mrs Rowley **Year 3,4** – Mrs Welsby	beckyrowley@spherefederation.org kerensawelsby@spherefederation.org
Year 5,6 – Miss Beatson	nataliebeatson@spherefederation.org

My home learning timetable

Make some notes about what you did and how well you got on. Tell your teacher in the afternoon's Zoom call or in an email.

	Session 1 *(about 30 minutes)*	Session 2 *(about 30minutes)*	Session 3 *(about 30 minutes)*	Session 4 *(about 30 minutes)*		Session 5 *(about 30 minutes)*	Session 6 *(about 30 minutes)*	Session 7 *(about 30 minutes)*
Monday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹
Tuesday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹
Wednesday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹
Thursday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹
Friday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹

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	Session 1 *(about 30 minutes)*	Session 2 *(about 30minutes)*	Session 3 *(about 30 minutes)*		Session 4 *(about 30 minutes)*	Session 5 *(about 30 minutes)*
Monday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹
Tuesday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹
Wednesday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹
Thursday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹
Friday	☺ 😐 ☹	☺ 😐 ☹	☺ 😐 ☹	lunch	☺ 😐 ☹	☺ 😐 ☹

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	Session 1 *(about 30 minutes)*	Session 2 *(about 30minutes)*	Session 3 *(about 30 minutes)*	Session 4 *(about 30 minutes)*		Session 5 *(about 30 minutes)*	Session 6 *(about 30 minutes)*	Session 7 *(about 30 minutes)*
Monday					lunch			
Tuesday					lunch			
Wednesday					lunch			
Thursday					lunch			
Friday					lunch			

My home learning timetable

Make some notes about what you did and how well you got on. Tell your teacher in the afternoon's Zoom call or in an email.

	Session 1 *(about 30 minutes)*	Session 2 *(about 30minutes)*	Session 3 *(about 30 minutes)*		Session 4 *(about 30 minutes)*	Session 5 *(about 30 minutes)*
Monday				lunch		
Tuesday				lunch		
Wednesday				lunch		
Thursday				lunch		
Friday				lunch		

SPHERE FEDERATION

Scholes (Elmet) Primary
St James' CE Primary
Moortown Primary

Home-school emails: policy

Date: 2020-21

Our schools are happy and healthy places for all. We've always welcomed quick informal conversations as a useful way to build up the partnership we have with home. This policy is designed to maintain this during a period when communication between parents / carers and teachers is harder.

During this lockdown, we recognise there is still value in emails to and from home:

- teachers can't currently hang around for conversations at the start and end of the day, and we know that occasionally parents/carers will need to ask a question or let the teacher know something
- parents/carers may want to take a picture of home learning or share it in some other way

However, we also recognise that our teachers work long hours, often including lunchtimes and extended hours at the start and end of the day. We also have strict policies around safeguarding which are there to protect everyone.

The following points are for parents/carers to be aware of, and for our teachers to follow.

Parents/carers should…	Teachers will…
be the ones to contact teachers, not children	not respond to emails from pupils (daily Zooms and phone calls are an opportunity for teacher feedback)
contact teachers by email with questions that are simple and quick to answer / respond to	forward to the Head of School any emails which are more complicated and/or an email trail which is becoming unmanageable (typically over five emails)
for more complex issues, contact school to arrange a longer telephone conversation or online discussion	be available for these meetings, as is reasonably required
make sure their emails relate to learning or their child's social / emotional needs	not respond to emails which are of a personal or social nature; instead they will forward these to the Head of School
if they want to, send pictures or other feedback about home learning tasks	share pictures or other feedback about home learning tasks during daily review sessions on Zoom, time allowing (in such a situation, this would be instead of an email response home)
limit the number of emails they send to teachers to no more than three in a week	ask the Head of School to intervene if the number of emails from one family becomes excessive
not expect a response to emails before 8.00am or after 5.00pm	aim to respond to emails within one working day (where a response is needed)
call school for anything urgent (eg to report a sickness) Scholes (Elmet) Primary: 0113 264 9149 Moortown Primary: 0113 268 5915 St James' CE Primary: 01937 583 379	not be able to respond to anything urgent
avoid copying the emails to another person	not 'reply to all' if the email has another person copied in
contact the Head of School if they have more general issues or if they have any sort of concern	aim to respond to emails that raise a concern, in line with our Complaints Policy, but not respond to emails that are negative or demanding in any way; instead they will forward these to the Head of School who may choose to respond appropriately

This policy is for a limited period to support the effective home-school partnerships we have in place.

Scholes (Elmet) Primary
St James' CE Primary
Moortown Primary

Video calls: policy

Date: 2020-21

Our schools are happy and healthy places for all. Relationships between the teacher and pupils are really important. For example, effective relationships support learning, feedback, and staying safe.

Daily Zoom calls between school and home help to maintain this.

The following points are for pupils and parents/carers to follow when communicating via video.

Do not share the link, ID or pin to your child's meeting with anyone. This is for your child only. If you cannot find your link, please contact the class teacher.

Children should…	Parents/carers should…	Teachers will…
be appropriately dressed – uniform isn't necessary, but we expect children to wear clothes that would be right for a non-uniform day at school, as a rough guide.	be appropriately dressed, as should anyone else in the household.	be appropriately dressed.
be in an appropriate room in their home without background noise (eg not a bedroom or bathroom).	be present in the room during the meeting, but they do not need to join in the discussion.	either host the call in their classroom with other members of the class or in a quiet, appropriate room in school or at their home.
remain stationary throughout the meeting (eg sitting at a table or on a chair).	ensure that the Zoom name displayed makes it easy for teachers to identify the child (see the guidance on the next page to help with this).	ensure that calls begin and end at the communicated times.
follow our school rules: *We respect everyone and everything.* *We follow instructions.* *We keep hands, feet and objects to ourselves.*	use appropriate language at all times as should any other member of the household.	remove children from the call if there is any inappropriate language or behaviour.
	not share the link to your child's meeting with anyone – it's for your child only. (If you cannot find your link, please contact the class teacher.)	record the call so that if any issues were to arise, the video can be reviewed.

The guidelines must be adhered to in all video calls with Sphere Federation staff. If any of the guidelines are not met, the child will be removed from the video call and the parents will be contacted.

This policy is for a limited period to support the effective home-school partnerships we have in place.

SPHERE FEDERATION

Scholes (Elmet) Primary
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Video calls: guidance

The main focus of the daily Zoom sessions are to review and reflect on home learning. This will include acknowledging your child's efforts at home and giving feedback on your child's learning.

The sessions will also have a social and wellbeing benefit because your child will benefit from maintaining the connection with their teacher and children in their class.

A few points:

- the sessions will take place at 2pm each school day (some teachers may have to schedule the sessions at a slightly different time)
- the sessions are recorded for safeguarding purposes, in line with advice from Leeds City Council
- the sessions are optional – your child might attend every session, occasional sessions, or none at all (if they don't attend, we want to hear from you lots by email of in phone conversations)
- the sessions might sometimes be one to one with your child (but you or another responsible adult should be in the room), or with a group of children and the class teacher, and this group might include the children in school

Some guidance on using Zoom 'names'…

Screen names
To keep everyone safe online, teachers will only admit people to the Zoom meeting if they see children's names on screen. Therefore, **please make sure that children's names are showing**. If you have siblings in school, this will be easier if you use both of their names (*eg Bert and Doris)*.
If you don't have an account, Zoom will prompt you to enter a name when you click on the meeting link.

If you're logging on via a laptop or computer, follow these steps to change your display name:

1. Click: "My account"
2. Click: "Edit" next to your name
3. Change the display name to your child's name
4. Click: "Save changes"

If you're logging in on a phone or tablet, follow these steps to change your display name:

1. Click: "Settings"
2. Click on your name
3. Click: "Edit display name"
4. Change the display name to your child's name

Online Safety

KS1 Acceptable Use Policy

My name is_____

To stay SAFE online and on my devices:	✓
1. I only use devices or apps, sites or games if a trusted adult says so.	
2. I ask for help if I'm stuck or not sure.	
3. I tell a trusted adult if I'm upset, worried, scared or confused.	
4. If I get a funny feeling in my tummy, I talk to an adult.	
5. I look out for my friends and tell someone if they need help.	
6. I know people online aren't always who they say they are.	
7. Anything I do online can be shared and might stay online forever.	
8. I don't keep secrets or do dares and challenges just because someone tells me I have to.	
9. I don't change clothes in front of a camera.	
10. I always check with an adult before sharing personal information.	
11. I am kind and polite to everyone.	

My trusted adults at **school** are:	My trusted adults at **home** are:

Online Safety

KS2 Acceptable Use Policy

Name:

This agreement will help keep me to stay safe and help me to be fair to others.

1. **I learn online.** I use the school's internet and devices for schoolwork and other activities to learn and have fun. School internet and devices are monitored.
2. **I ask permission.** Whether at home or school, I only use the devices, apps, sites and games I am allowed to, at the times I am allowed to.
3. **I am creative online.** I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things.
4. **I am a friend online.** I won't share anything that I know another person wouldn't want shared, or which might upset them. If I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
5. **I am a secure online learner.** I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
6. **I am careful what I click on.** I don't click on unexpected links or popups, and only download or install things when I know it's safe or has been agreed by trusted adults. Sometimes, add-ons can cost money, so it's important I always check for these, too.
7. **I ask for help if I am scared or worried.** I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
8. **I know it's not my fault if I see or someone sends me something bad.** I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
9. **I communicate and collaborate online** …with people I already know and have met in real life or that a trusted adult knows about.
10. **I know new online friends might not be who they say they are.** I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
11. **I check with an adult before I meet an online friend** …face to face for the first time, and I never go alone.
12. **I don't do live videos (livestreams) on my own** …and always check if it's allowed. I check with a trusted adult before I video chat with anybody for the first time.
13. **I keep my body to myself online.** I never get changed or show what's under my clothes in front of a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
14. **I say no online if I need to.** I don't have to do something just because a friend dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
15. **I tell my parents/carers what I do online.** They might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.

16. **I am private online.** I only give out private information if a trusted adult says it's ok. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
17. **I am careful what I share and protect my online reputation.** I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
18. **I am a rule-follower online.** I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour.
19. **I am not a bully.** I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
20. **I am part of a community.** I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.
21. **I respect people's work.** I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
22. **I am a researcher online.** I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.

I have read and understood this agreement.	
If I have any questions at school, I will speak to a trusted adult:	**Outside school, my trusted adults are**
Signed:	**Date:**

Scholes (Elmet) Primary
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Online safety:
Acceptable use policy for parents/carers

What is an acceptable use policy?

We ask all children, young people and adults involved in the life of Sphere Federation to adhere to an Acceptable Use Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people can get upset, but these rules should help us avoid it when possible, and be fair to everybody.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep your children safe.

We tell your children that they should not behave any differently when they are out of school or using their own device or home network. What we tell pupils about behaviour and respect applies to all members of the school community:

'Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.'

Where can I find out more?

You can read Sphere Federation's full Online Safety Policy for more detail on our approach to online safety and links to other relevant policies (eg Safeguarding Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to the Head of School.

What am I agreeing to?

1. I understand that Sphere Federation uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.

2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These precautions include the relationship policy and acceptable use agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.

3. I understand that internet and device use in school is subject to filtering and monitoring.

4. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.

5. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's online safety policy in regard to social media and not encourage my child to join any platform where they are below the minimum age.

6. I will follow the school's online safety policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.

7. I understand that for my child to grow up safe online, they will need positive input from school and home, so I will talk to my child about online safety (NB: the recent LGfL DigiSafe survey of 40,000 primary and secondary pupils found that 73% of pupils trust their parents on online safety, but only half talk about it with them more than once a year). Understanding human behaviour is more helpful than knowing how a particular app, site or game works.

8. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.

9. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/

10. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) and I understand that they will be subject to sanctions if they do not follow these rules.

11. I can find out more about online safety at Sphere Federation by reading the full Online Safety Policy and can talk to the Head of School if I have any concerns about my child/ren's use of technology or if I have questions about online safety or technology use in school.

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Online safety:
Acceptable use policy for staff

What is an acceptable use policy?

We ask all children, young people and adults involved in the life of Sphere Federation to adhere to an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).
This AUP is reviewed annually, and I will be asked to sign it upon entry to the school and every time changes are made.

Why do we need an AUP?

All staff and governors have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy.

Where can I find out more?

All staff, governors and volunteers should read Sphere Federation's full Online Safety Policy for more detail on our approach to online safety and links to other relevant policies (eg Safeguarding Policy, Positive Relationships Policy, etc).
If you have any questions about this AUP or our approach to online safety, please speak to the Head of Federation or the Head of School.

What am I agreeing to?

1. I have read and understood Sphere Federation's full Online Safety Policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.

2. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or the Head of Federation (if by an adult).

3. I understand the responsibilities listed for my role in the school's Online Safety policy (staff please note that the 'all staff' section applies as well as any other category) and agree to abide by these.

4. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, is monitored/captured/viewed by these systems and/or relevant/authorised staff members.

5. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media, eg by:
    - not sharing other's images or details without permission
    - refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.

6. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same to the Head of Federation.

7. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety Policy. If I am not sure if I am allowed to do something in or related to school, I will not do it.

8. I understand the importance of upholding my online reputation, my professional reputation and that of the school, and I will do nothing to impair either.

9. I agree to adhere to all provisions of the school Data Protection Policy at all times, whether or not I am on site or using a school device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify the head of school if I suspect a breach. I will not store school-related data on personal devices, storage or cloud platforms. USB keys, where allowed, will be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.

10. I will use school devices and networks/internet/platforms/other technologies for school business appropriately and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.

11. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature by the school.

12. I understand and support the commitments made by pupils, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.

13. I will follow the guidance in the Online Safety Policy for reporting incidents – I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handing incidents and concerns about a child in general, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.

14. I understand that breach of this AUP and/or of the school's full Online Safety Policy here may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.