

Huyton with Roby Parents and Pupils Guidance Notes for Online Safety while Learning from Home

During the current situation, student screen time will inevitably be increased significantly, both for home learning and personal use. The school is committed to keeping children safe online and to ensuring positive online interaction between teachers, parents and pupils.

Parents should:

- Take an active interest in their child's learning - As a parent or carer, remote learning will still be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.
- Monitor your child's communication and online activity - It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.
- Establish a daily schedule or routine - Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that school have sent home to help children keep on top of their daily learning.
- Encourage screen breaks away from devices - Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.
- Ensure their learning device is in a public space in the home - It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.
- Implement safety controls and privacy restrictions on apps and software
- Ensure your child only uses schools official communication channels - It's important that all communication with teachers and school staff is directed through approved school channel Class Dojo.
- Familiarise yourself with relevant school policies and guides - School has policies and guides related to remote learning available for parents to access on the school website. Familiarise yourself with these so that you know what is expected of teachers and your child during lessons, both on and offline.

- Maintain feedback with teachers - Engage in communication with teachers where possible and try to feedback progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use Class Dojo to communicate.
- Monitor your child's well-being and mental health - Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.
- Remember the importance of remaining in control of electronic devices at home and remaining in earshot when children are in contact with teachers.
- Know where to seek support to help them to keep their children safe online. - The following websites offer support to parents and carers regarding e-safety:
 - Internet matters <https://www.internetmatters.org>
 - London Grid for Learning <https://www.lgfl.net/default.aspx>
 - Net-aware <https://www.net-aware.org.uk>
 - Thinkuknow <https://www.thinkuknow.co.uk/>
 - Parent Info <https://parentinfo.org/>
 - UK Safer Internet Centre <https://www.saferinternet.org.uk>

Pupils should:

- Treat remote learning the same as classroom learning – Despite being at home it is important to remember the same rules apply, particularly around behaviour and conduct. Concentrate on learning and try not to get distracted by your surroundings.
- Use Classroom language – When communication via comments or messaging on dojo write as you would speak in class. Remember to be respectful and polite and avoid posting negative comments.
- Take regular screen breaks – Having prolonged periods of time in front of a screen isn't always healthy, remember to take regular screen breaks where possible and in your spare time try to get some fresh air and enjoy other activities away from screens and devices.
- Always conduct home learning/Zoom calls in an open space at home – To get the best experience it is important to create the right environment around you. Try to set up a 'mock classroom desk' at home in an open space so that parents can supervise. Avoid bedrooms.

- Only communicate through approved school portals , Class Dojo and occasionally scheduled Zoom meetings – It is important that you only send messages, photos and work through Class dojo portfolio. This will keep your personal information safe and secure.
- Don't share passwords or other sensitive information – In the same way you keep your personal details private, always keep your usernames and passwords safe and never share them with others.
- Don't use school platforms to discuss personal matters - It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via Class Dojo that aren't associated with your learning.