Beamont Collegiate Academy

E-LEARNING POLICY

Date approved by the governing body	29.06. 16
Signature of Chairperson	S Whatmore
Signature of Academy Principal	G Harris
Date of review	12.10.20
Date of review	11.10.2021
Date of review	10.10.22 (no changes)
Date of review	09.10. 2023
Date of next review	Autumn term 2024

Contents

E-Learning at BCA has been considered in relation to GDPR Regulations

1. **Rationale and Overview**

    At Beamont Collegiate Academy (BCA) we recognise and value the use of ICT as a teaching and learning tool and seek to encourage students to become responsible, independent and creative in its use. We aim to develop a whole school approach to ICT that ensures continuity and progression and which develops access to technology and the collaborative and creative possibilities that this unlocks. We also aim to use ICT to provide stimulating resources for home learning, allowing teachers more in time in lessons to focus on higher order thinking skills:

    - We believe that ICT is an essential component of 21st Century life and students need regular opportunities to access technology in order to harness its potential in a safe, mature and creative way. Staff need to model these behaviours, and position themselves as lead learners who empower students to take ownership of their own learning through ICT use.

    - We believe that ICT can provide a truly personalised and highly engaging learning experience both inside and outside of the campus. All curriculum areas recognise the potential provided by ICT to improve attainment while developing highly skilled, critical and reflective 21st learners.

    - We believe that the effective and responsible use of ICT allows students to communicate their ideas in a creative manner that reaches out to the local, national and international communities and which carries with it ethical implications and consequences.

    Our specific Aims for ICT are;
    - To use technology to allow students the opportunity to create quality digital resources for both personal use and wider consumption.
    - To harness the power of social media to engage students and to model responsible and effective use of these technologies.
    - To provide access to programming software.

    - To use Google classroom to actively involve parents in the learning and achievements of their children.
    - To develop critical and creative thinking skills.

- To use ICT to meet the specific needs of all learners, including HLL, SEN and EAL students.
- To provide managed access for students who do not have their own facilities at home.
- To provide students with opportunities to develop their IT capabilities in all areas.
- To 'flip' the classroom by providing quality online resources that deliver content online, freeing up lesson time for teachers to focus on higher order thinking skills.
- To develop students' awareness of the use of ICT not only in the classroom, but also in everyday life.
- To provide opportunities for students to gain knowledge about a range of digital media production tools, analytical tools and collaborative software.

2. **eSafety for Students**

BCA is fully committed to the importance of providing careful consideration of eSafety across the whole school and also with a particular consideration towards students with additional educational needs. It is a belief of BCA that we need to embrace social media as a learning tool, which will have the added benefit of allowing staff to both model appropriate online behaviours and monitor how students engage with one another online. See section 3 for acceptable social media usage.

BCA will regularly check student's understanding and knowledge of general personal safety issues regarding online behaviour. Some students may need additional teaching that includes reminders and explicit prompts to link their existing knowledge of "how to keep safe" to the rules that will apply specifically to internet use.

Rules are very helpful to all students and it is important to achieve consistency of how rules can be applied. See acceptable use policy for ICT rules.

- This is a difficult area for some students who will usually learn rules within certain contexts, but who will find it difficult to transfer these rules across environments, lessons or teachers. Above all else, students need to be fully aware of the fact that anything that they publish to the internet is likely

to be highly public, permanent and from that point on totally outside of their control.

- As consistency is so important for students, there is a need to establish eSafety rules for school that are similar to those for home. BCA will work with parents and sharing information with them would be relevant to all children. There will also be regular reminders in form about staying safe online.

- BCA will make sure that eSafety is an important and rigorous feature of the PSCHE curriculum for all year groups. See the PSCHE curriculum for further guidance.

3.   **Use of Google Classroom & Social Media for Educational Purposes**
At BCA we are aware of the importance of digital resources & social media, both in terms of eSafety and in the powerful learning potential it unlocks. The rapid rise in online bullying, data theft, blackmailing and various other issues are at risk of damaging a generation of young people. BCA is committed to developing effective online behaviours in a way that fulfils the learning potential that social media offers.

The schools preferred method of online digital learning is Google Classroom although other online resources are used. Google Classroom is secure and the best way for teachers and students to share resources, videos, assignments and other relevant learning materials.

Staff Guidance
It is vitally important that staff follow these guidelines when engaging with students through social media;

a. Only approved educational digital packages & social media are to be used (such as Google Classroom, Twitter, Instagram and Facebook). Staff should not communicate with students through personal social media accounts

b. Only use a professional user ID. In the case of departmental accounts, they should be clearly indicated with departmental name.

c. Address each child appropriately. No nicknames or slang is to be used.

d. The content for discussion is to be based EXCLUSIVELY around the educational topic in question, both for students and for teachers.

e. Follow up any bullying issues immediately in line with normal procedures.

f. Staff must provide their login details immediately upon request by their line-manager or SLT

g. Incidents will happen and it is imperative that staff act promptly and professionally in order to provide a safe and secure environment for young people to learn effective online behaviours.

Student Guidance

a. Do not talk about any other student through social media.

b. Do not talk about anything other than the educational topic of conversation.

c. Do not upload personal or private pictures.

d. Only refer to staff as you would in a classroom.

e. Be polite, respectful and encouraging at all times.

4. Uploading to the Internet

Uploading to the internet has become a commonplace activity for many young people with various free platforms to create blogs, podcasts, wikis and videos available. As such BCA needs to embrace this in order to both improve educational outcomes but also to educate students about acceptable and safe uploading practices. Furthermore, the increasing popularity of the 'flipped classroom' approach is something that BCA is keen to embrace.

What is a blog?

A weblog (or blog) is similar to a personal web page made up of frequently updated posts - rather like a 'What's new' page. You can voice your opinions, views and comments about anything; it might be your hobbies, interests or your opinion on current affairs. People who create blogs are known as 'bloggers' and the process of keeping a blog is known as 'blogging'.

What is a podcast?

The term podcasting describes audio or video that can be broadcast to an iPod, but any software and hardware application onto which you can download audio files will work just as well. Podcasting is similar to a radio broadcast but the files are available for downloading from a website. You can 'subscribe' to a podcast to have it delivered to your computer automatically.

What is video uploading?

Video uploading is one of the most popular forms of internet use primarily through YouTube. The educational potential of video platforms is huge, but clearly staff and students need to consider whether what they upload is better/more appropriate than anything else already available but also, have any privacy or copyright laws been breached?

Publishing Guidelines Students

Publishing your work or ideas on the Internet is a very public activity. You should think carefully about anything you publish. Even if you delete something after you have published it, it can be found on the web for years afterwards. You shouldn't publish anything you wouldn't be comfortable with anyone viewing e.g. from parents to future employers.

Top tips for publishing

- Be safe
- Be mindful of what you say
- Be respectful to others
- Be informative
- Be interesting

Be safe

Anyone can access the internet and view what you write on a blog. Even if your page is 'protected' there is nothing to stop your friends from copying your material and placing it elsewhere on the web. It is important to respect your privacy. Use your first name only and do not use pictures of yourself. If you wish to have an image associated with your blog, use a picture of something that represents you. Don't give out any personal information about yourself or anyone else.

Be mindful of what you say

You are responsible for anything that is posted in your name. Always use appropriate language and remember that how you say something is as important as what you say. Avoid exaggeration, provocation and sarcasm in the language you use. When podcasting, consider what you are presenting and how you are presenting it. Could you be misunderstood? Be clear in the message you are trying to convey.

Be respectful to others

When writing on your blog or if you are commenting on others, always make sure what you write is fair and accurate. When podcasting, do not record any person without his or her consent and awareness. You must have the consent from every individual whose voice can be heard on your podcast. Start each audio recording by identifying everyone present by their first name only.

Other bloggers and podcasters will love to hear what you think of their work. If you want to make some constructive criticism why not try giving two stars and a wish (two positive comments and one thing you think could improve).

Be informative

Write about and present what you know. Make sure you get your facts straight and ask for advice if you are not sure. Remember that your blog can be searched through Google. Make sure that you write in a way that everyone can understand e.g. limit your use of text speak.

Be interesting

There's no point in blogging or podcasting if people don't read or listen to what you say. When people leave a comment, reply to them quickly to bring them back to your site. Make sure it is interesting. Make it fun so that you will encourage your readers and listeners to come back for more. One way to do this is to expand on others ideas. You can quote other people's work, link back to it and add your own thoughts or opinions to their ideas.

These guidelines compliment the BCA ICT User Agreements. Any inappropriate use could lead to the loss of internet privileges.

Publishing Guidelines Staff

When creating video content for student use there are some key points to consider;

a. Is there anything out there I can already use?
b. Will ALL relevant students have the means to access and understand this?
c. What exactly am I hoping that students will get from this?
d. Is it good quality?
e. Does it allow me to focus on higher level learning in class?

Unless the work is being shared on a secure Google Classroom or Zoom link then it is also essential that the following rules are followed;

a. Do not reference any individual who works or attends BCA.
b. Do not include any photos of any individual who works or attends BCA.
c. Only use student work with their approval, and do not show their full name or reference their full name in the upload.
d. Provide provision in school, or via other methods, for those unable to watch at home to be involved in the learning.
e. Do not allow comments for any video that is uploaded. Discussion should be kept to approved educational social media sites. (See section 3).

Student use of email

Use of email by students of BCA is permitted and encouraged where such use supports the goals and objectives of the school.

However, BCA has a policy for the use of email whereby the students must ensure that they:

- use email in an acceptable way
- do not create unnecessary risk to the school by their misuse of the internet
- comply with current legislation

Unacceptable behaviour

- use of personal communications systems for school use of any description

- use of school communications systems for personal use or sending chain letters
- distributing, accessing or storing images, text or materials that might be considered indecent, inappropriate, pornographic, obscene or illegal
- distributing, accessing or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment or bullying
- accessing copyrighted information in a way that violates the copyright
- breaking into the school's or another organisation's system or unauthorised use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious or other non-school related matters
- transmitting unsolicited commercial or advertising material (SPAM)
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of computer virus or malware into the school network
- accessing another person's e-mail account
- sharing your password with another student