St Peter's RC Primary School
Digital Delivery Policy
Home Learning April 2020

Method Of Delivery

Google Classroom is used as the primary means of providing materials which can be used to support learning activities at home. Each class has its own Google Classroom. All children have been provided with usernames and passwords. Teachers are posting appropriate home learning materials for most pupils to manage independently. The activities are *suggestions* and we realise that some pupils may extend their learning and some may learn in different ways in their home settings.

Advice on using the Google tools is available at https://sites.google.com/ab-ed.org/digitallearninghub/parentscarers/digital-skills

Acceptable user policy

As with ICT use in school, use of the Google Classroom must follow the school's Acceptable Use Policy which is attached. It can also be found on the school website at www.st-peters.aberdeen.sch.uk

Expectations

- Pupils are expected to remain polite and be careful not to post any unkind, hurtful or negative comments
- Pupils need regular breaks from screen time.
- We are starting to use Google meets. This means that pupils can see their teachers and friends on the screen. Children must be dressed sensibly (no nightwear) and the camera should show just their face and a plain background with no personal information on display. All Google meet sessions will be recorded.
- In school, an adult always has to be present in the room where a child is logging on to the internet so that the child can immediately raise issues. In homes where parents are also trying to work, we realise that this may not be practical. Parents will do their best to supervise internet access and children will always know how to raise concerns about online activity.

Virtual Attendance

As long as schools remain closed, engagement in learning is being tracked by pupils logging into www.classroom.google.com or www.educationcity.com or www.rmeasimaths.com If children cannot log in because of internet access problems or because they or family members are unwell, parents are asked to inform school by e-mailing stpeters@aberdeencity.gov.uk If pupils can log onto the classroom stream each day to say 'Hello' to their class teacher, this will ensure they are marked present in our virtual school.

Digital Safety and Reporting Issues

The Aberdeen City Digital Hub has a whole section for parents about Digital Safety -
https://sites.google.com/ab-ed.org/digitallearninghub/parentscarers/digital-safety
This includes links to the ThinkUKnow experts in online safety. There are also suggestions of home activities to support the children to learn how to keep safe.
https://www.thinkuknow.co.uk/parents/Support-tools/home-activity-worksheets/

The Digital Hub also has a specific section for pupils to learn about Online Safety -
https://sites.google.com/ab-ed.org/digitallearninghub/pupils/digital-safety
The site is split into separate sections for different age groups.

If any child, parent or member of staff feels uncomfortable about the content of any aspect of digital learning, they are asked to raise the concern immediately. In the first instance the child should speak to their parent and put a message on the class page to their teacher. The parent can also e-mail stpeters@aberdeencity.gov.uk or phone 07806 413032. School staff report the matter to school management who will investigate and attempt to resolve the issue. If necessary, school staff can also refer the matter on to Aberdeen City Council IT department for further investigation and action.

Universal Access

Google Classroom and associated 'Google Suite' tools (Docs, Slides, Sheets etc) can be accessed on laptops, tablets, Chromebooks and phones. Google classroom is accessed at www.classroom.google.com If you have any problems accessing a device, please contact school by e-mail stpeters@aberdeencity.gov.uk or phone – 07806 413032
We have a limited number of Chromebooks to loan and we can also access dongles if connectivity is an issue.

Sharing Children's work with teachers

Please see the 'Parent's Handbook' Pages 11 – 13 to see how to hand in work. Any work completed at home can be shared with the class teacher by uploading and 'handing in' tasks or by typing/creating in the files provided by the teacher. Where tasks are 'handed in' to the teacher they are held privately and will not be seen by other pupils in the classroom.

Some tasks provided may be in the form of a PDF file which can be printed but would not be editable on a computer. These can be completed orally with a child, or answers recorded on paper. A photo can be uploaded to the Classroom if you wish.

We understand that families will each be dealing with a different set of challenges at this time so there is no expectation that all families will be able to complete all tasks or be able to upload all work to the classroom. Teachers will do their best to comment and provide feedback on any work you are able to share.

Gmail

Every pupil has an e-mail account which they can use to communicate with the teachers. It is attached to the Google classroom.

Accessing Google Meets

Pupils may be invited to join Google Meets through a link on the classroom stream. This is a video conference opportunity to hear and see their teacher and classmates. Google Meets are always supervised by the class teacher and there will always be at least one other member of staff present. It is Aberdeen City policy that all Google Meets should be recorded.

Google meets are only open to pupils and staff logging in with @ab-ed.org accounts. Other members of staff who have regular contact with the children may be invited to join by the headteacher. These members of staff have completed Child Protection training and PVG checks.

Guidelines for participation in Google Meets

- Pupils, supported by parents, should click on the link to join the meeting. There are concerns that joining by calling the phone number may result in a big phone bill so please be aware of that.
- Participation in a video meeting provides a "window" into your home. All participants must think about what may come into view during the meeting and must be particularly careful about sharing personal details.
- Participants should *mute their microphone* when they go into a meeting by clicking the microphone button on the bottom of the screen.
- When participants wish to talk, they should unmute themselves by clicking the microphone button.
- There is audio delay so be prepared to pause for a moment to allow for this.
- Please talk normally.
- The mic will pick up other noises in the room. Don't have side conversations.
- Select the camera button on the bottom of your screen to turn it on and off. If your camera is off, you might need to say who you are when you talk.
- If your camera is on, you can nod or do "thumbs up" when others are talking.
- If you use the chat bar, please think before you type, just as you would think before you talk.
- Raise your hand to share ideas, and the teacher will ask you to unmute yourself.
- Always behave as if your camera and mic are on.
- Be respectful and patient.

We will get through this together! This policy is under constant review. Please e-mail stpeters@aberdeencity.gov.uk or put a message on the Google classroom if you believe anything needs to be clarified, added or deleted from this policy.