

Covid-19 DNCG Addendum to the eSafety Policy (June 2020)

1. Introduction

COVID-19 closure arrangements for eSafety at Doncaster College and North Lindsey College.

This addendum of the DN Colleges Group eSafety Policy contains details the reinforcement of existing, and additional measures that need to be adhered to in the following areas:

- Social Media
- Security
- Personal and Mobile Devices
- Behaviour
- Use of Images and Video (including video meetings)
- Education and Training

2. Context

During the current college closures due to Covid-19 there has been an unprecedented and rapid change to the expectations around ICT usage to support remote home learning. As such this addendum covers the acceptable use of these new ways of working and will be integrated into the eSafety Policy in the future.

3. Social Media

1. Rules governing the use of social media as articulated in the policy remain in place and all student interactions should be on College approved systems using only college usernames and passwords.
2. There has been a significant increase in the use of social media to perpetuate *fake news*, incorrect and misleading information around COVID-19 and other issues.
3. It is imperative that students are aware of these issues and are provided with tools and guidance to protect both their physical and mental wellbeing.

4. Security

1. Staff and students must only use college accounts when accessing systems and interacting with staff/each other.
2. DN Colleges Group will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
3. A collection of eSafety resources has been made available to staff and students off-site to support their use of systems remotely, at all times ensuring the safety of our learners and staff.

5. Personal and Mobile Devices

1. In light of our change in practice due to COVID19, it may be necessary for staff to use their personal mobile phones to communicate with students, parents and carers. Where this is deemed necessary, this must be agreed by a member of the Leadership Team.
2. Where applicable, staff should make sure any phone calls from a personal device are made from a blocked number, so personal contact details are not visible. Keying 141 before the phone number will block your caller ID on the call you're making.

6. Behaviour

1. Staff should agree online behaviour expectations with learners at the start of lessons.
2. Staff and students should revisit the ICT Systems Acceptable Use Policy, as it still applies.
3. Staff should monitor any class peer to peer conversations through remote learning platforms where possible.
4. Where staff have a concern about a child, they should continue to follow the process outlined in the Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

7. Use of Images and Video (including video meetings)

1. Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parental controls are implemented.
2. All participants should wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate
3. Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
4. Where possible, other household members should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
5. If live streaming, staff will mute and/or disable learners' videos and microphones, as required.
6. Any recording, visual or audio, must only be stored on the college network.
7. Live classes should be kept to a reasonable length of time, or the streaming may prevent the household from with other key activities. Recording of sessions so that they may be viewed later at a time that is more convenient for some students would lessen the impact during periods of greater activity for the remainder of the household.
8. Guidance should be provided to ensure that staff and children don't incur surprising costs, e.g. mobile data access charges - (video utilises significant amounts of data).

8. Education and Training

All staff are aware of their professional responsibilities to continue offering a fair education to all students via online learning platforms, including use of Microsoft Teams. Guidance has been issued regarding appropriate use and safety regarding online interactions with students, in line with our Code of Conduct and professional boundaries. The use of forensic monitoring for both students and staff remains. The following should be observed when teaching remotely.

1. When delivering remote learning, staff will:
 - a. Only use online tools that have been evaluated and agreed for use by the Senior Leadership Team/Safeguarding Group
 - b. Ensure remote learning activities are planned in accordance with the college curriculum policies, taking learner needs and technology access into account