



E-Safety Addendum Policy – Covid 19

Date	Review Date	Coordinator	Nominated Governor
January 2021	January 2022	Jessica Bennion	David Watson

Introduction

In the light of continued school closures and the need to address wellbeing issues around isolation felt by children not attending due to reduced provision, school is seeking to create an enhanced virtual learning offer which includes on line tasks through Google Classroom and Class Dojo. It is necessary to create a set of protocols to ensure awareness and online safety of everyone. (Appendix 1)

Class Dojo

Class Dojo is a secure online platform where parents can message class teachers and senior leaders for support. Each parent has their own secure login and can only view their child's profile. Class Dojo will be used to communicate whole school messages and notices to parents.

Google classroom

We will use G Suite for Education - a set of education productivity tools from Google including Gmail, Calendar, Docs and Classroom. Pupils will use their G Suite accounts to complete assignments and communicate with their teachers. Consent will be gained from parents before their child is able to access their google classroom account. Teachers will post pre-recorded videos as teaching tools, we will not be conducting live lessons. Children are able to post in the class chat 'stream'. Teacher's will monitor this and 'mute' them, i.e. stop them from posting or commenting, if they post anything that's inappropriate or bullying in nature. Parents would then be informed and we would investigate this in line with our Behaviour Policy.

Devices

In the event of a school closure or a pupil who is identified as vulnerable isolating, school may wish to loan them a laptop. The laptops belong to school and pupils must adhere to the acceptable use policy 2020 when using this device.

Safeguarding

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the MAT code of conduct.

Barton Clough will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Appendix 1



Barton Clough Primary School
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www.bartonclough.trafford.sch.uk

Executive Headteacher: Simon Beswick

Dear
parents and
carers,

As we
outlined in
our previous

letter we have made the decision to introduce a more flexible and agile online learning platform, **Google Classroom**.

We will use G Suite for Education - a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Pupils will use their G Suite accounts to complete assignments, communicate with their teachers and learn 21st century digital citizenship skills, using mostly Google Classroom.

We use a special version of the core G Suite Apps to provide a secure learning intranet for our pupils and staff.

Children will use a Gmail login to access our system servers and the intranet and internet in school. With school Gmail and Google Docs, for example, work and emails cannot be shared with external email accounts, only with others within @bartoncloughprimary.org which is the school's Google domain.

Google require basic information to set up these accounts, your child's leaving year and name. Google Cloud does contain much of the electronic work that your child completes in school. By logging in at home, using the same login as at school, your child can continue working on projects started in school, often using one of the main apps of G Suite, Google Classroom.

Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child - they have a much higher security setting than our staff for example. We take advice on these settings from companies that advise us.

On leaving the school, we can transfer your child's digital learning record to his/her own gmail account through the Google TakeOut system - the school does not then retain any data. This can be a wonderful souvenir of learning. Google accounts are deleted within a few weeks of a child leaving Barton Clough Primary School.

Google's Privacy Policy for GSuite can be found

here: <https://policies.google.com/privacy/update>

The information below from Google provides answers to common questions about what they can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account.

G Suite for Education information for Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from pupils in connection with these accounts.

Using their G Suite for Education accounts, pupils may access and use the following “Core Services” offered by Google Classroom (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Calendar
- Docs
- Sheets
- Slides
- Forms
- Drive
- Sites

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online

at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a pupil account, we provide Google with certain personal information about our pupils, including, for example, a name, email address, and password. Google may also collect a profile photo added to the G Suite for Education account, but the school will not support the upload of personal photos of children.

When a pupil uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in primary schools to target advertising?

No. For G Suite for Education users in primary and secondary schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We allow pupils to access Google services such as Google Docs and Sites, which include features where users can share information with others within our Internet domain here at Barton Clough Primary School.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organisations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organisations or individuals outside of Google when it has parents' consent which may be obtained through G Suite for Education schools - including Lime Tree Primary Academy. We would contact parents directly if Google ask for any examples of children's work etc.

- **With Barton Clough Primary School G Suite for Education accounts**, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education [privacy notice](#) and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organisations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is

reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request. o enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
- Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Miss Bennion- Lead Assistant headteacher.

If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to

read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Miss Bennion.

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](#), the [G Suite for Education Privacy Notice](#), and the [Google Privacy Policy](#).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](#).

Consent Form:

Children have been made aware of online behaviour, however it is relevant that you are also aware.

Pupils need to know:

Pupils will follow school policies for appropriate use when using Internet based services like Web 2.0 applications & Google Apps. These services are considered an extension of the school's network.

Pupils have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement, whether they access these in school or at home.

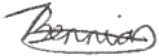
Parents need to know:

Pupils email is archived and the e-safety Pupil Acceptable Use Agreement (PAUA) will be enforced. School staff will monitor pupil use of applications when students are at school. Parents are responsible for monitoring their child's use of applications when accessing programs from home; the school cannot take responsibility for home Internet access and its setup. Pupils are responsible for their own behaviour at all times.

Please follow the 'ParentMail Forms' request and complete the consent form in order for your child to be given access to Google Classroom.

We would be grateful that you can give priority to this request and assist us to progress with the setup of the virtual classroom as quickly as possible. Please return all consent forms by Thursday 21st January 2021.

Yours sincerely,



Miss Bennion
Lead Assistant Headteacher

Appendix 2



Barton Clough Primary School
Use of Cloud Systems & Online Learning Platforms Permission Form

staff. This consent form describes the tools and pupil responsibilities for using these services.

The following services are available to each pupils and hosted by Google as part of the school's online presence in Google Apps for Education

- **Mail** - an individual email account for school use managed by the school
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Sites** - an individual and collaborative website creation tool

Using these tools and others on other platforms, pupils collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

The school has policies and procedures to safeguard your child when online. We have robust data protection and children are taught about staying safe online and acceptable use of systems. Children are supervised when using school systems. These policies and procedures will be added to and reconsidered if and when needed.

Parents are responsible for monitoring their child's use of applications when accessing programs from home; school cannot take responsibility for home internet access and its setup. Pupils are responsible for their own behaviour at all times.

Parents are not permitted to record teaching sessions remotely without prior consent of school.

The school believes that use of the tools significantly adds to your child's educational experience, both remotely and in class

As part of the Google terms and conditions we are required to seek your permission for your child to have a Google Apps for Education account

Child's Name..... Class.....

Use of Cloud Storage Systems & Online Learning Platforms – Parental Consent

Parents Name..... Parents Signature..... Date.....

To view our Privacy Notice on how we collect store and process data please follow the below link
<https://thedunhamtrust.org.uk/contact/>

In line with our Remote Learning Policy, the school may use Google Apps for Education and other 'Cloud' based computing platforms (Class Dojo, TT Rockstars, Accelerated Reader etc.) for pupils and

Executive Headteacher	Simon Beswick	Date:	January 2021
Chair of Governing Body:	Sue Smith	Date:	January 2021

