



Risk Assessment and Risk Management Record

Establishment: Caldecote Primary School Location/Purpose: **Using Online Learning Platforms in school and for remote learning**

Leader: Rachel Lione Date: January 2021

This document should be read in conjunction with the school’s other risk assessment documents, policies and codes of conduct relating to remote learning and online learning. There is a specific Zoom risk assessment.

Identify Significant Hazards – Assessing the Risk	Control Measures – How you manage the risk
<p>Contact Children exposed to others online Children giving out sensitive information e.g. where they live, passwords, identity</p>	<ul style="list-style-type: none"> • All online sessions must be supervised by an adult. • Each pupil will have their own account • All online learning platform accounts will be password protected • Pupils will follow the school’s acceptable use policy and safer user agreements • School staff will follow the staff acceptable use policy • Where applicable, Parents will also be agreeing to any codes of conduct applicable to the platform being used. Any additional information will be emailed to parents in advance on Parentmail. • Identity should be protected by using an online name/ avatar and not an identifiable name and image. Photographs and video clips posted on Seesaw must not contain images of pupils
<p>Conduct Inappropriate behavior whilst using online learning platforms Cyberbullying Pupils chatting privately whilst using learning platforms Recording of sessions Commenting on other’s work Sharing of other’s information</p>	<ul style="list-style-type: none"> • An adult must oversee all use of online learning platforms • Pupils must use these technologies in a polite and respectful way adhering to the school’s safer user agreements. If not, sanctions will be enforced as outlined in the safer user agreements. • Private chats are not permitted • Recording of live online sessions is not permitted • Setting controls will be used to disable the ability to comment on or view other’s work for example in Seesaw • Platforms such as Seesaw will be used solely for setting remote learning, uploading pupil’s work and feeding back on pupil’s work. Any concerns will be emailed via the office. • Pupils are not permitted to use the Share button to share work online in Scratch • Pupils will be taught to become safe users of technology through ongoing work in the computing curriculum



Content

Access or expose to inappropriate content

- A managed filtered service is used in school
- Links provided to enhance activities in accounts such as Seesaw must be checked and verified
- School Scratch accounts must be for in school use only. Parents may set up a Scratch account for use at home at their own risk
- Guidance about online safety can be accessed by parents on the school website and via the newsletter and email communications