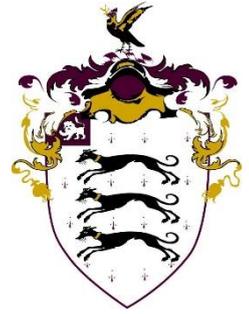# Sir John Moore C.E. (A) Primary School
Email, social networking, video conferencing and blogging policy

E-mail

- Pupils may only use approved e-mail accounts on the school system.

- Pupils must immediately tell a teacher if they receive offensive e-mail.

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.

- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

- The school will consider how e-mail from pupils to external bodies is presented and controlled.

- The forwarding of chain letters is not permitted.

Social networking and personal publishing on the school learning platform
- The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g. use of passwords.

- Newsgroups will be blocked unless a specific use is approved.

- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.

- Pupils must not place personal photos on any social network space provided in the school learning platform without permission.

- Pupils, parents and staff will be advised on the safe use of social network spaces

- Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing videoconferencing
- Videoconferencing will use the educational broadband network to ensure quality of service and security rather than the Internet [1].

- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.

- Videoconferencing will be appropriately supervised for the pupils' age.

Blogging
Whilst blogging has been around for 10+ years, more and more schools are now giving their pupils a voice and an audience through blogging. These are mainly in the form of class blogs but can also be in the form of project blogs or individual pupil blogs. Whilst there are many blogging platforms, Wordpress is the most popular. This policy will outline the safe management of setting up and running a blogging platform. A successful blog can:

→ Safely give your pupils a wider audience for their learning
→ Encourage reluctant learners to participate and succeed
→ Allow pupils to receive quality feedback safely from many different people
→ Allow your pupils to peer assess each other's learning
→ Encourage parental engagement
→ Provide a platform that you can embed Web2.0/3.0 tools into
→ Promote your pupils' learning across the globe e-Safety Blogging involves pupils working on a dedicated blog site whilst in school and also at home. To be able to post, pupils need to log into the blog either using an individual sign in or a class sign in. The advantages of individual sign in is that this gives more ownership to each pupil. Most blog platforms allow accounts to have different permissions. Contributor is the lowest level that allows a user to post. A contributor can submit a post for review, however, this will need to be authorised by the admin before it appears on the blog.

The 'Contributor' permission level is recommended for Primary School. Any other permission level above that of 'Contributor' will allow posts to be viewable as soon as the pupil clicks 'Submit'. By giving the children the role of 'Contributor' the school is maintaining a 'gatekeeper' at all times between anything posted on the blog by a pupil or a guest and this being visible on the blog to the public. Sir John Moore Primary School will seek permission yearly to display the learning from each pupil and will seek permission for the photographs and videos of each pupil to be displayed on a blog.

First names only will appear on the blog and school website. In addition, the following is to be strictly adhered to:
• Permission slips (via the school photographic policy) must be consulted before any image or video of any child is uploaded, these will be completed on a yearly basis
 • There is to be no identification of students using first name and surname; first name only is to be used
• Where services are "comment enabled", comments are to be set to "moderated" this means that any post or comment will be read and approved by a teacher at the school before it is posted on the school website.
• All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a licence which allows for such use (i.e. creative commons). Notice and take down policy – should it come to the schools attention that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed within one working day.

Incidents - Any e-safety incident is to be brought to the immediate attention of the Blog moderator, the ICT Co-ordinator or the head teacher. They will assist you in taking the appropriate action to deal with the incident and to fill out an incident log.

Training and Curriculum - It is important that the wider school community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology; this includes updated awareness of new and emerging issues. As such, Sir John Moore Primary School will have an annual programme of training which is suitable to the audience. E-safety for students is embedded into the curriculum; whenever ICT is used in the school, staff will ensure that there are positive messages about the safe use of technology and risks as part of the student's learning. Each pupil has a unique log in and has been told to keep this private, if a pupil or parent thinks their log in needs changing, this can be done in the 'profile' setting on the dashboard. Parents and pupils are to contact the named admin should this need clarifying.

Blog Rules: Using a blog safely is the most important thing about being a blogger. The following rules, if followed, will minimise any risks and will ensure that you will stay safe whilst blogging. The blog rules are explained clearly to each class during launch and are displayed in the classes. Teachers will remind the children about e-safety and blogging rules when they are blogging.

Don'ts:

1. Never give away any personal information about your location or identity.
2. Don't post pictures of yourself without specific permission from your teacher or parents.
3. Never give out your log in details to anyone.
4. Don't use text language in your posts

Do's:
1. Post about whatever you like.
2. If you receive a comment, it is polite to respond, say thank you and reply to a question if they have left one.
3. Comment on other people's posts too. Blogging is about commenting and posting!
4. If your post doesn't appear straight away, you teacher might be busy, do be patient.
5. Try to post about things that your audience would like to read.
6. If you see anything that shouldn't be on your screen, do tell your teacher or parents immediately.
7. Do visit other class blogs regularly to read and comment. This helps people come back to your blog.
8. Try to show off your best work/writing whilst blogging and use the tips people suggest to you to improve.
 9. Always tag your posts with your first name and include key words specific to your post.

The Role of the Blog Admin/Teacher: The blog admin normally is the class teacher. This responsibility as gatekeeper is key to ensuring safety for the pupils using the blog.

The following guidelines should be followed if a successful flowing blog is to be achieved:
1. Visit the blog regularly. It is better to visit short and often than catching up once a week. Your bloggers will appreciate comments and posts being approved quickly!
2. If you use a shared computer, log out at the end of each session.
3. Promote the links on the class blog to the parents and the wider community. Twitter is a great way to promote a blog.
4. A blog can take a while to gather momentum and an audience. Be patient… the audience will come!
5. Your users will need to log in. For a quick solution, you can have one Username and Password for your class to get posts on the blog. However, for older pupils of 7+ they are more than capable of having their own log in.
6. The safest permission setting for your blogger is 'Contributor'. This will allow them to log in and post but the blog admin will need to approve each post.
7. Mention the blog in assemblies and have it on display at parent evenings or school events, a blogging culture will soon be established!
8. Make sure each blog looks different in your school. This will help keep the interest high for the pupils from year to year.
9. Visit other blogs regularly and promote these to your class through links on your blog. What goes around comes around with blogging and strong loyal communities will form quickly.
10. Try using a free project like Quadblogging. This will give your pupils a quick audience. See http://quadblogging.com for more details.
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