



Woodfield Primary School

## Blogging Policy

### Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:		
Date:	05.06.18	05.06.18
Name:	Mrs C Brockbank	Mrs J A Charnley
Position:	Chair of Governing Body	Headteacher

### Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

### Document Control

There is one controlled paper copy of this document located in the Business Manager's Office.

The master electronic copy is held within a designated folder. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name.

**All other copies (electronic and paper) are uncontrolled.**

### Document History

Filename: Blogging Policy				
Issue	Description of Change	Author	Checked	Date
1.0	Reviewed and agreed by staff/ approved by governors.	JC	AM/LF	June 2015
2.0	Reviewed: June 2018			
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## **Blogging Policy**

Whilst blogging has been around for numerous years, more and more schools are now giving their pupils a voice and an audience through blogging. This policy will outline the safe management of setting up and running a blogging platform. A successful blog can:

- ☼ Safely give 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 pupils to peer assess each other's learning
- ☼ Encourage parental engagement and involvement
- ☼ Promote pupils learning across the globe

### **E-Safety**

Blogging involves pupils working on a blog site whilst in school and at home. To be able to post on the blogs, pupils need to log into the blog using their class log in. When pupils sign into their class blog they will be known as a 'contributor'. A contributor can submit a post for review, however, this will need to be authorised by the class teacher before the post can go 'live' on the blog. By giving children the role of 'contributor' the school is maintaining a 'gatekeeper' at all times when anything is posted on the blog by a pupil or guest and this being visible on the blog to children and the public.

When parents or members of the public post comments onto our class blogs, the comments posted also have to be authorised by the class teacher before becoming 'live' onto the blog.

Woodfield Primary School seeks permission when children join school to allow their photograph and work to be published on our website, VLE and class blogs.

In addition, the following is to be strictly adhered to:

- ☼ Permission slips must be consulted before any image or video of a child is uploaded
- ☼ There is no identification of pupils using first name and surname; first name to be used only.
- ☼ Comments and posts are to be 'approved' by class teachers at school before it is posted on the class blogs.
- ☼ All posted data must conform to the copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owners permission has been granted or there is a license which allows for such use.

### **Notice and take down policy**

Should it come to 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 class teacher or head teacher's attention. They will assist you in taking the appropriate action to deal with the incident.

### **Training and Curriculum**

E-Safety for our pupils is embedded into the curriculum; whenever Computing is used in school, staff will ensure that there are positive messages about the safe use of technology and risks as part of pupil's learning.

### **Blog rules**

Using a blog safely is the most important thing about blogging. The following rules, if followed, will minimise any risks and will ensure that our pupils will stay safe whilst blogging. The blog rules are explained clearly to each class and are also displayed in each classroom for children to see. Teachers will also remind children of these rules when they are blogging.



### **Don'ts:**

- 🌿 Never give away any personal information about your location or identity
- 🌿 Don't post pictures of yourself without specific permission from your class teacher
- 🌿 Never give out the log in details to anyone
- 🌿 Don't use text language in posts

### **Do's**

- 🌿 If you receive a comment, it is polite to respond, say thank you and reply to a question if they have left one
- 🌿 Comment on other classes blogs too. Blogging is about commenting and posting. This also encourages other classes and people to come back to your class blog.
- 🌿 If your post doesn't appear straight away, please be patient, your teacher may be busy
- 🌿 Try to post things about what your audience would like to read
- 🌿 If you see anything that shouldn't appear on your screen then please tell your teacher or parents immediately
- 🌿 Always show off your best work/writing whilst blogging. Use the tips that people suggest for you to improve.

### **The Role of the Blog Admin/Teacher – 'The Gatekeeper'**

The blog admin is usually each blogs 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.

- 🌿 Visit the blog regularly. It is better to visit for short periods often, rather than catching up once a week. Your bloggers will appreciate comments and posts being approved quickly.
- 🌿 If you use a shared computer, please log out at the end of every session on your blog.
- 🌿 Promote the links on the class blog to the parents and the wider community.
- 🌿 A blog can take a while to gather momentum and an audience so please be patient.
- 🌿 Mention the blog at parent evenings and school events, a blogging culture will soon be established.
- 🌿 Visit other schools' blogs regularly and promote your school on their blog.