**Parent Guidance with Online Safety and Remote Learning**

As we teach using Microsoft Teams to run online lessons, it is important that all parents and pupils are aware of the way they need to conduct themselves in this new way of working. Below are the main points that need to be followed to ensure that learning is productive and safe.

All lessons will be recorded for safeguarding purposes. By entering the lessons, you agree to this recording.

**What we ask of our parents:**

* Parents are responsible for the behaviour and conduct of their child/ren when accessing the Teams platform.
* Always follow safe practices when searching material online. Be vigilant and monitor for any inappropriate material.

**What we ask of our pupils:**

 • Be ready to start your lessons on time.

• Be polite to our teachers and friendly to other learners.

• If you have something you would like to contribute or ask, type in the chat box or raise your electronic hand on screen, your teacher will invite you to unmute if needed. The chat function is for learning based comments or questions, not a social area.

• Respect other people’s opinions and ideas.

• Always try your best in all that you do. Display safe online behaviour:

• Be appropriately dressed.

• Do not give your personal contact details to anyone else in your online class.

 • Remember everything you do on the internet can be seen by someone else.

 • Ignore inappropriate online behaviour by others, our teachers will deal with this.

 • Be responsible for everything you do and say online.

**Our teachers will not tolerate:**

• Bullying including discriminatory, offensive, aggressive or unpleasant language or threats. All are unacceptable – this may result in removal from our classroom.

• Abuse of your microphone - this will result in your microphone being muted.

 • Abuse of the chat box – this may result in you being removed.

• Students should not record the lesson on your device or any other device. Remember: All lessons are recorded.

 **How to keep safe online – support for parents and pupils**

With online use at an all time high, it is vital to ensure your child/ren and yourself are equipped to navigate the internet and various social media platforms as safely as possible.

* Children’s site: [Thinkuknow - home](https://www.thinkuknow.co.uk/)
* Parents Guidance: [Parents and Carers | Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers)

These sites have extensive and up to date information about the latest apps, device safety settings and how to search the internet carefully. They can support you and your child/ren to become aware of how to keep safe online and be vigilant for potential risks.

**How to report an internet or social media safeguarding concern or cyber bullying incident**

* Report Harmful content via the link below
* [Report Harmful Content - We Help You Remove Content](https://reportharmfulcontent.com/?lang=en)
* Speak with a member of the Safeguarding Team at St Andrew’s
* 01932 863452
* office@standrews-primary.surrey.sch.uk
* Surrey Children’s Services 0300 470 9100
* NSPCC help@nspcc.org.uk 0808 800 5000