



Mobile Technology and Remote Learning Policy

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Policy Review Date	September 2023	Headteacher Debra Bailey	Signed	Insert Date
Ratified by Governing Body:				
Sue Welford (Chair of Governors)		Insert Signature	Insert Date	

Introduction

Rushey Mead Primary School welcomes the use of mobile phones and cameras for educational purposes, and the convenience they offer, as well as to recognise that learning to use digital technology is an important part of the ICT and wider curriculum. However, we have to ensure the safeguarding needs of the children are met and staff, parents and volunteers are not distracted from their care of children. The term 'mobile technologies' encompasses a broad range of devices, e.g. phones, tablets, MP3/4 players, smart watches etc.

Mobile phones, alongside other technologies, aim to change the way we communicate. This speed of communication will often provide security and reassurance. However, as with any other form of technology, there are associated risks. Pupils must be encouraged to understand such risks to enable them to develop the appropriate strategies, which will keep them safe.

School staff, pupils, parents and carers need to take steps to ensure that mobile devices are used responsibly. We recognise the many benefits 'smart' technology can bring to a pupil's learning and we wish to embrace these, but in a safe environment.

The Acceptable User Policy for mobile devices applies to pupils and staff during school trips and extra-curricular activities, both in school and off-site. As with online safety issues generally, risks to pupils should be broadly categorised under the headings of: content, contact, conduct and commerce. These issues are to be managed by reducing availability, restricting access and increasing resilience.

There is to be a clear expectation that the personal use of mobile phones is to be limited to specific times and uses, to be agreed with the Designated Safeguarding Lead/Headteacher. Please refer to the Code of Conduct Policy for employees for more information.

There are a number of issues and risks to consider when implementing mobile technologies, which include: security risks in allowing connections to your school network; filtering of personal devices; breakages and insurance; access to devices for all pupils, avoiding potential classroom distraction, network connection speeds, types of devices, charging facilities and total cost of ownership.

Policy Statement

Photographs and Videos

Photographs and videos may only be uploaded to the school website following approval of a member of the Senior Management Team. Pupils' surnames, together with their photograph, are never used on our website. When pupils join Rushey Mead Primary School, we ask parents to give consent for photographs and videos to be taken for educational purposes. If consent is withheld, photographs/videos are not published of the individual pupil concerned. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Mobile Phones

Staff should refer to the Staff Code of Conduct Policy with regard to the use of mobile phone use in school. However, when leaving the school site with pupils for trips/visits, the mobile phones of all members of staff must be switched on and turned to 'loud' to ensure that staff can be contacted by the school.

Rushey Mead Primary School reserves the right to confiscate and monitor pupils' personal devices, if brought into school. Pupils should not be bringing such devices to school without express permission. Therefore, if pupils are found to have mobile devices on their person, the member of staff should ensure that these are placed in the office for safekeeping until the end of the school day.

Volunteers and visitors, as well as staff, should not be using mobile phones on the premises, unless during their own break times when they are not supervising pupils. The exception to this would be if staff are off site and need to communicate with other staff on the same visit/staff back in school. However, parents and volunteers who support on trips must not use their own mobile technology for the purpose of taking photographs/videos.

Due to the exceptional circumstances during the Covid Pandemic, staff have been advised to use their own mobile phones in the case of needing urgent support in their classrooms. This is to minimise risk of cross contamination using a public telephone.

Use of Images: Displays, etc.

Rushey Mead Primary School will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional noticeboards within the school premises.
- Communications with parents, pupils and staff at Rushey Mead Primary School, e.g. newsletters.
- Marketing Rushey Mead Primary School, by website and the use of a prospectus.

Remote Learning

In the event of a school closure, the school is committed to providing continuity of education to its pupils, and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of pupils and staff are healthy and able to work as normal from home. This policy does not apply in the event of short-term school closures, e.g. closure due to inclement weather.

The school will provide continuity of education in the following ways:

- Regular, direct instruction from the teacher, with the ability of pupils to ask questions online.
- The setting of work that pupils complete, written responses (if applicable) completed electronically.
- The assessment of specific projects that are submitted to teachers electronically and on which feedback is provided.
- Pupils and teachers are expected to have access to the internet whilst at home. This may be via mobile technology devices that have been lent to pupils by the school. Primary platforms used to aid the delivery of continuity of education are: Google Classroom and Microsoft Teams.

Tasks will be set in accordance with existing schemes of work, and tasks will be designed to allow pupils to progress through schemes of work at the same pace as if they were in school, where possible. Naturally, remote learning will require pupils and teachers to take a different approach to working through content, but tasks should ensure the pace of content coverage is as close as possible to in-school teaching, and to help ensure that pupils do not fall behind. The nature of tasks should allow pupils to learn independently, without the specific support of an adult at home.

Unless there is a good reason not to, tasks will be set for individual classes. The type of task set will vary between subjects, but examples of appropriate tasks might include:

- Reading and noting new material from a common subject area textbook or electronic resource.
- Working through subject-specific presentations or worksheets provided by the subject area.
- Watching a relevant video resource and making notes on it.
- Completing a listening exercise.
- Written responses to prompt questions.
- Completion of practice questions, particularly for those in Y6 ahead of KS2 SATs.

Live Sessions

Teachers may wish to carry out live teaching sessions by text or audio and/or with visual means. However, there is no expectation that teachers should carry out live teaching sessions.

Microsoft Team/Onedrive and Google Meet are platforms that allow for resources to be shared and pupils to ask questions in 'real-time'. Pupils will be provided with details of sessions if they are asked to participate in them, and if they are able to.

Assessment and Feedback

Providing timely and helpful feedback is a cornerstone of good teaching and learning, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to pupils on pieces of work.

Giving the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure that work is designed in such a way that meaningful feedback may be provided. Possible methods may include:

- Providing whole class feedback, rather than feedback on individual pieces of work – this is an effective way of providing feedback, supported by finding from education research.
- Using the 'comments' function on online documents on Google or Microsoft.
- Sending a direct email to pupils with specific feedback or targets.
- Recording oral feedback and sharing an audio file with the pupil.

Expectations of Pupils

Assuming that a pupil is healthy and well enough to work, pupils will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work and submitting work promptly and to the best of their ability. Teachers should ensure that all work is differentiated when setting online tasks.

Training and Support for Staff

In order to ensure teachers are able to perform the minimum expectations outlined above, the school will provide a range of training opportunities that teachers should access before any planned school closure. Please see the IT Lead for further details. Training on Microsoft Teams and Google Classroom will be given virtually to all teachers via video, which teachers can watch in their own time. Training will also be given around the use of Zoom. However, it is recommended that Zoom is not used with pupils or to discuss pupils/their data, but that Microsoft Teams should be used as a secure alternative.

Unless there are extenuating circumstances, staff will be expected to be contactable remotely by colleagues, pupils and parents. All communication should take place during normal school hours. For those staff on part-time contracts, communication is expected only on the days on which they would usually work.

Communication must always occur via official school channels:

- Email using school email addresses only
- Microsoft Teams
- Google Classroom

All remote working methods must adhere to GDPR guidelines.

Pupils who do not have a personal digital device may be able to borrow a school device, once an agreement is completed and returned by the parent/carer. See below for more information relating to the digital devices scheme.



**DIGITAL DEVICES SCHEME:
INFORMATION PACK AND
AGREEMENT FOR SCHOOLS-
MICROSOFT LAPTOPS**

Contents

Summary of Use agreement of Digital Devices	8
Guidance from the Department for Education:	11
Your Microsoft devices: how to set them up	12
Keeping children and young people safe online	12
Content filtering software:	12
Parents and guardians should supervise the internet use of the young people in their care. See DfE advice:	12
What else is included with your Microsoft device	13
Mobile device management from DfE	13
Antivirus software	13
Education software	13
How to restore your device's factory settings	13
User guidance and support	14
User guidance	14
Support	14
User guidance included in device box:	14
Getting started with your Microsoft device	14
Turn it on	15
Connect to Wi-Fi	15
You're ready to get online	15
Logging back into the operating system	15
Staying safe online	16
Advice for Parents & guardians to supervise internet use	16
Privacy notice: protective software for the Department for Education's Get Help with Technology programme	17
How we use your personal information	17
When we can use your personal information	17
How long we hold personal information	17
Who we share your personal information with	17
Your individual rights	18
Advice for Parents & guardians to supervise internet use	18

Rushey Mead Primary School and Parent / Carer

Summary of Use agreement of Digital Devices

This agreement is between **Rushey Mead Primary School and the Parent / Carer of** for the following devices allocated below:

Upon collection and receipt of the devices as outlined below, **the Parent / Carer of** will be responsible for the support, maintenance and upkeep of the equipment and will ensure all appropriate safeguarding measures are in place prior distribution to the young person. This Parent / Carer agrees for the following provisions to be adhered to:

- The Equipment is used for school work only.
- No additional software may be installed without prior written agreement of the School.
- Where the Equipment has internet facilities available, this should only be via an approved internet service provider.
- Parents/legal guardians take responsibility for the choice of websites being accessed by the pupil.
- The School shall remain responsible for ensuring safe and appropriate usage.
- Use of the Equipment for anything other than educational purposes is not permitted, such as installing or use of non-educational software and damage or destruction of equipment or software.
- Parents/legal guardians take responsibility for the use of the Equipment in accordance with the Acceptable Use Policy.
- Parents/legal guardians confirm that they have inspected the laptop and confirm that it is suitable and safe for their child's use.

Devices allocated to Rushey Mead Primary School:

Device type	Device IDs:
MS Laptop	CND01735N0 , CND0173P05 , CND0173TCS , CND0192T1V , CND01934KL

The parent / carer of.....hereby agrees to the use agreement as outlined above and will ensure all necessary arrangements will be made upon collection and receipt of the devices allocated.

[signed]

[Date]

June 2020

**AGREEMENT
FOR THE PROVISION OF
TECHNOLOGY SUPPORTING EQUIPMENT TO
FACILITATE ACCESS
TO EDUCATION DURING THE CORONAVIRUS
PANDEMIC**

Between

Rushey Mead Primary School

and

The Parent / Carer of.....

1. **Rushey Mead Primary School** whose registered office is at Rushey Mead Primary School, Gipsy Lane, Leicester, LE4 6RB (**School**).


2. **The Parent / Carer** whose home address is...

This Agreement governs the use and care of Equipment provided by Rushey Mead Primary School to the Parent / Carer to enable the pupil to access education remotely during the pandemic. This agreement covers the period from the date of this Agreement.

1. The School has made arrangements for the equipment identified in Schedule 1 - Summary of Use Agreement on page 2 of this pack ('the Equipment') to be provided to the School for the use of the pupils identified and agreed with schools.
2. The Equipment is the property of the School on a short or long-term loan basis as required according to the needs of the pupils identified. If the Equipment ceases to be used, then the Parent / Carer will notify the School via the email: office@rusheymead-pri.leicester.sch.uk
3. The School will provide an Acceptable Use Policy to pupils who are recipients of a laptop/device through this DfE digital devices scheme.
4. On receipt of the Equipment the Parent / Carer must make all the appropriate and required checks and inspections to confirm whether the Equipment is suitable and safe for the pupil's use.
5. If the pupil transfers to another school within the city of Leicester, any Equipment allocated by the Council for the Pupil's use, may transfer with the Pupil, however, this is dependent upon the receiving school completing and returning to the Council a new equipment loan agreement. The transfer of Equipment will not be permitted in any other circumstances. The School will then take responsibility to notify the Council in accordance with clause 2.
6. The Parent / Carer will be responsible for replacing and/or repairing Equipment that is stolen, lost or damaged in any way. The Parent / Carer must ensure its own insurance or self-insurance will cover these situations.
7. It is the Parent / Carer's responsibility to meet all maintenance and safety requirements, including costs. It is also the School's responsibility to ensure that all Health and Safety Regulations are complied with.
8. The School, where possible, will provide training to pupils and any support staff in the use of the Equipment, if required.
9. The Equipment is provided for the use of students to ensure they have access to education during the current pandemic.
10. The School shall not be liable to the Parent / Carer, the pupil or any third party for any general or special damages, direct, indirect or consequential loss (including loss of profit, loss of business opportunity, loss of business, loss of goodwill, loss of production and pure economic loss), or any other damages or loss howsoever caused.
11. The Parent / Carer shall be liable for and shall indemnify The School and its employees against liabilities for death or injury to any person, or loss or damage to any property arising out of the performance of this loan agreement, but only insofar as such injury or damage shall be due solely or in part to the negligence of the Parent / Carer.

12. The Parent / Carer shall maintain the necessary insurances to cover the liabilities set out in this agreement. Copies of the relevant insurance should be provided to The Council on request.
13. The School shall not be liable for death or personal injury caused by another party's negligence or for death or personal injury which was not caused by its own negligence.
14. None of the above seeks to exclude or limit The School's liability for death or personal injury caused by its negligence.
15. The Parent / Carer shall (and shall procure that any of its staff involved in connection with the activities under this Agreement shall) comply with any notification requirements under the Data Protection Act 2018 (DPA) and the General Data Protection Regulations Regulation (EU) 2016/679 (GDPR) and both parties will duly observe all their obligations under the DPA and GDPR, which arise in connection with this Agreement.
16. Both parties will duly observe all their obligations under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which arise in connection with this Agreement.
17. The Parent / Carer shall comply with all relevant legislation requirements including but not limited to The Human Rights Act 1998, The Equalities Act 2010, The Modern Slavery Act 2015, Bribery Act 2010, Prevention of Terrorism Act 2005, Counter Terrorism & Security Act 2015
18. No one other than a party to this Agreement shall have any right to enforce any of its terms.
19. This Agreement and any dispute or claim arising out of or in connection with it or its subject matter shall be governed by and construed in accordance with the law of England and Wales.
20. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation.

The School hereby accepts the terms of this Agreement in relation to the provision of the Equipment.

Parent / Carer Signature:		Name (Print):	
School Head Teacher Signature:		Name (Print):	Mrs. Debra Bailey

Please sign both copies of the agreement. Please retain one copy for your records.

Guidance from the Department for Education:



Your Microsoft devices: how to set them up

This guidance sets out:

1. How the DfE have protected the laptop or tablet to keep children and young people safe online
2. The software and settings that are pre-installed on Microsoft devices and how to remove them
3. Details about user guidance and support

Keeping children and young people safe online

Content filtering software:

Cisco Umbrella is installed on the devices to stop users accessing illegal and inappropriate content.

It blocks a range of inappropriate content and limits searching to the 'Safe Search' provided by popular search engines.

The web-filtering service is strict. We have attempted to balance the needs of all user groups so that it is suitable for the full range of users from young children to care leavers. You may wish to review whether the level of web-filtering is appropriate.

You can report access to any inappropriate content that should not be allowed by Cisco Umbrella through the XMA Service Desk. See further details at the bottom of this guidance.

If you choose to reset the devices straight away, you will lose access to Cisco Umbrella. We strongly recommend that you implement alternative security settings before you distribute the devices. Remember that it is your responsibility to avoid risks to the online safety of the children and young people you are providing devices to.

Parents and guardians should supervise the internet use of the young people in their care.

See DfE advice:

- [What parents and carers need to know during school closures](#) which includes detailed advice on keeping children safe online. It includes how to have age appropriate conversations with children about online safety, home filters, age appropriate parental controls and risks of platforms and apps
- [Support for parents and carers to keep children safe from online harms](#) outlines resources to help keep children safe from different risks online and where to go to receive support and advice
- [Support to stay safe online](#) includes information on security and privacy settings

What else is included with your Microsoft device

Mobile device management from DfE

Microsoft laptops and tablets have security settings already configured and managed by the Department for Education (DfE) using Microsoft Intune.

This mobile device management (MDM) will work until October 2020, giving you time to set up your own MDM or put in place other management or security measures.

You can take control of the devices at any time by restoring them to factory settings and applying your own MDM solution. This will restore the machine to its original state without any DfE software or settings, and it will no longer be enrolled into the DfE device management system.

There are instructions for how to restore the device to factory settings below.

If you remove the DfE MDM or continue using the devices after October 2020, it's the school's responsibility to set up alternative safeguarding measures to avoid risks to the children and young people.

Antivirus software

Microsoft laptops and tablets will come with Windows 10 and antivirus software installed:

- Windows Information Protection
- Windows Defender Credential/System Guard
- Windows Defender Exploit Guard
- Windows Defender Antivirus

Education software

Office 365 applications won't be included but you'll be able to use Office 365 online, if you're signed up. Schools can [apply to get set up on Office 365 Education](#) for free. Office 365 Education includes Microsoft Word, Excel and PowerPoint as well as many mobile device management features.

How to restore your device's factory settings

If you wish to apply your own cloud-based MDM solution, you must restore the device to factory settings first.

You must ensure the device is connected to power throughout this process

1. Boot device, login to local admin account
 - a. Device boots into localuser
 - b. Logout of localuser
 - c. Login as admin user: .\localadmin
 - d. Local admin passwords are unique to devices – contact support to get the local admin password for the device (see support details at the bottom of this guidance)
2. Enable the recovery partition

- a. Run the cmd application “as administrator”
 - b. Enable the recovery partition using the command: `reagentc /enable`
 - c. The output should say: “Operation Successful”
 - d. Check the partition status using the command: `reagentc /info`
 - e. The partition should now be: “Enabled”
3. Logout with “change user” to get to the login screen
- a. Hold <shift> and click on the power icon and then “restart”
 - b. The device should enter a “Troubleshoot” menu
 - c. Select “reset this PC”
 - d. Select “remove everything”
 - e. If the above sequence doesn’t work then you should be able to enter recovery mode using the relevant key combination for the device manufacturer at boot
 - i HP: press F9 key
 - ii ASUS: press F9 key “continuously”
 - iii Lenovo: press FN+F11 keys at the same time
 - iv Dynabook (Toshiba): press and hold 0 (zero) key
4. The device should reboot into “Reset this PC”
- a. Select “No - remove provisioning packages...”
 - b. Select “Clean the drive fully”
 - c. Select “reset” to confirm

User guidance and support

User guidance

Children and young people will be able to log in on the ‘local user’ account and use the device straight away.

The DfE have included guidance for children, families and young people that sets out how to log into and use their device. This guidance is inside the device box and below. You may want to review this and update it as needed for the families in your care. For example, you may want to add details for who children and families should contact if they need support using their laptop or tablet.

The DfE have included a privacy policy as part of the in-the-box guidance for families, so that young people and their families understand how the use of Microsoft Intune mobile device management impacts their data rights. If you choose to remove the settings pre-installed by the DfE and to add your own instead, you should distribute the devices with your own privacy policy for families.

Support

You are responsible for providing first-line support to children, young people and families. There will be some support available to technical and key contacts for queries around 4G routers, the mobile device management solution and Cisco Umbrella.

Please see the DfE ‘How to access support’ guide for more details.

User guidance included in device box:

Getting started with your Microsoft device



Department
for Education

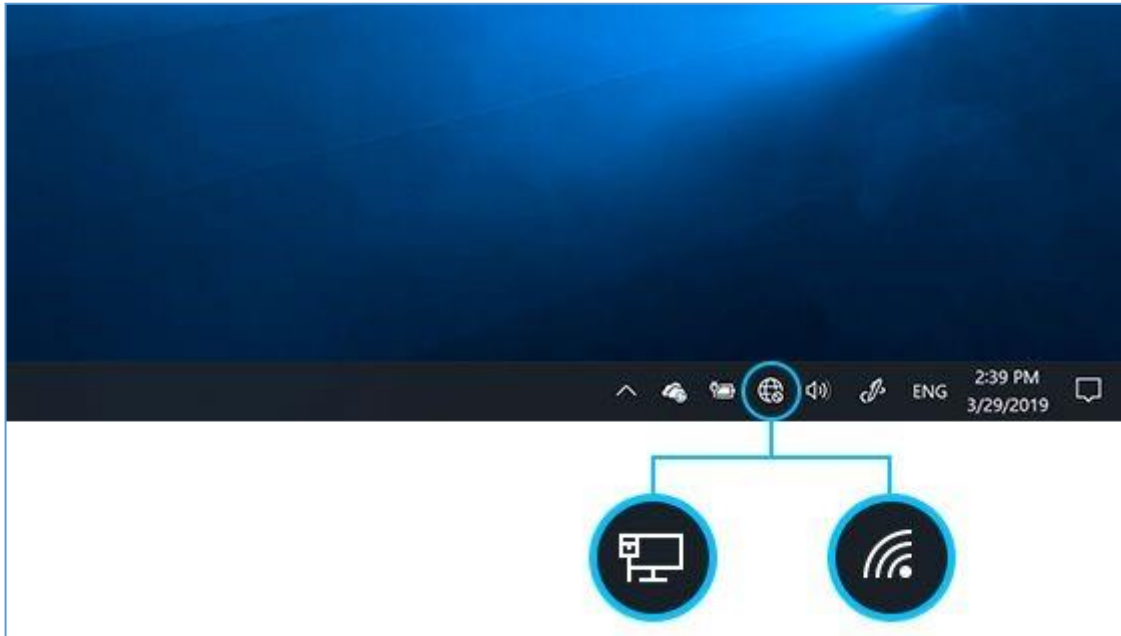
Turn it on

1. Plug in your device to the mains, using the power supply and charger in the box.
2. Press the 'On' button.

Connect to Wi-Fi

Your device needs to access a Wi-Fi network before you can use the internet.

1. Click the Network icon on the taskbar. If you don't see one of these network icons, click the **^** symbol and you should see it there.



2. Choose your Wi-Fi network, then select **Connect**.
3. Type your network password, and then select **Next**.
4. You should choose **No** when asked if you want your device to be discoverable on the Wi-Fi network.

Note: If you've been given a 4G router, look in its box to find the name of the network and the password you'll need. If you're using your own Wi-Fi then connect using the same network and password as you would with other devices, such as a mobile phone.

You're ready to get online

You can start using your device once you're connected to a Wi-Fi network. Your school will let you know which resources you should use.

Logging back into the operating system

The devices have no passwords set up by default. If you've logged out of the operating system, you can log back in with the username ".\localuser". Type the username carefully – the.\ before localuser is part of the username.

Staying safe online

All Microsoft devices registered to the DfE have safeguarding settings applied to keep you safe online.

This means you won't be able to use this device to access any inappropriate content.

If you're blocked from viewing something you think you need for your work or wellbeing, get in touch with your school contact.

Advice for Parents & guardians to supervise internet use

Parents and guardians should supervise the internet use of the young people in their care. Read this advice:

- [What parents and carers need to know during school closures](#) _ which includes detailed advice on keeping children safe online. It includes how to have age appropriate conversations with children about online safety, home filters, age appropriate parental controls and risks of platforms and apps
- [Support for parents and carers to keep children safe from online harms](#) outlines resources to help keep children safe from different risks online and where to go to receive support and advice
- [Support to stay safe online](#) _ includes information on security and privacy settings

If you're worried that your child is accessing harmful content on any device, you can receive support and advice online at <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid19>

If your child is worried or needs support, they can call [Childline](#) _ (0800 1111) or download their 'For Me' app.

Privacy notice: protective software for the Department for Education's Get Help with Technology programme

How we use your personal information

The Get Help with Technology programme is run by the Department for Education (DfE). This privacy notice explains how it will use your personal information.

As part of the Get Help with Technology programme we need to be able to:

- keep children safe whilst they are online
- locate, disable and delete data from the laptop that is on loan, if it is lost

We've installed protective and mobile device management software on the laptop to do this. The mobile device management solution will collect some personal information when it is implemented on your laptop or tablet.

The Department for Education is the data controller for the personal information collected when using mobile device management on a laptop or tablet provided through the Get Help with Technology programme.

The personal information collected will be:

- a device number for the laptop loaned to you
- your Internet Protocol (IP) address, which is a number linked to a device connected to a computer network
- addresses of websites visited when using the device

For these purposes, the personal information above is securely shared between the Department for Education and the mobile device management software providers (including their contracted partners), under agreements with the Department for Education.

Your name is not shared with the Department for Education or mobile device management software providers (including their contracted partners).

When we can use your personal information

To use your personal information, we need to meet one (or more) conditions in the data protection legislation. For this service we can use your information as part of our legitimate interest.

How long we hold personal information

Personal information is held by the Department for Education and the protective software providers (including their contracted partners) for up to 2 years.

Who we share your personal information with

We only share your personal information with the protective software providers (and their contracted partners) under our agreement for the reasons described above, unless there is a legal requirement for us to share it.

Your individual rights

Under the Data Protection Act 2018, you're entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, use the 'contact form' under the 'How to find out what personal information we hold about you' section in the Personal Information Charter:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can read further information about your data protection rights at the Information Commissioner's Office.

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