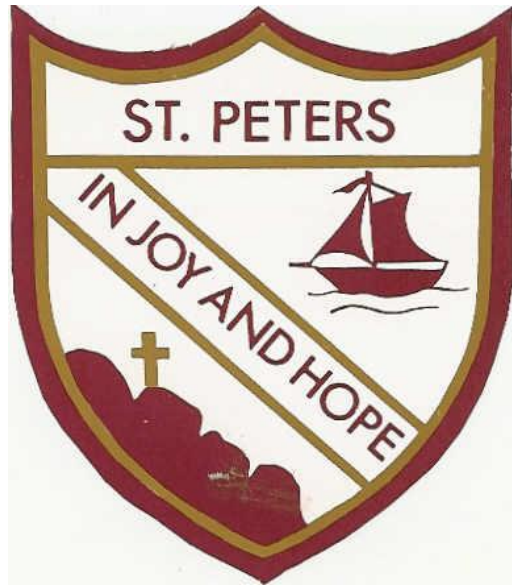


# ST PETER'S PRIMARY SCHOOL



## VLE Policy

Co-ordinators – Mrs K. Sparks

This document was approved by the staff in St. Peter's Catholic Primary School.

This document was adopted and approved by the Governing Body in St. Peter's Catholic Primary School.

## **Aims and Objectives**

We recognise the importance of encouraging access to learning in the many different environments that members of the school community operate in, within school, at home or on the move.

Our aims are:

- To encourage pupils to explore the issues surrounding cyber citizenship within a safe, recorded and monitored environment;
- To encourage pupils to become more independent learners within a safe and monitored environment;
- To provide opportunities for greater parental involvement in the educational life of the school;
- To allow pupils to continue their learning in different environments.

With these aims in mind we have signed up to University which is a Virtual Learning Environment (VLE).

## **School, Staff and Pupil responsibilities**

School responsibilities are:

- To provide each pupil with a secure online logon where they can access appropriate materials which are either created or selected by other school members for them;
- To provide staff with online access to areas where they can create materials that will help pupils both educationally and socially;

### **Staff responsibilities:**

- To keep the same level of professional relationship that is observed within school on the virtual learning environment;
- To observe best copyright practice;
- To endeavour to learn how to make the best use of the VLE whilst observing a reasonable work life balance;
- Staff who have a teaching responsibility will endeavour to find the best balance for using the VLE that reflects our instant modern e-learning culture whilst retaining the best of older teaching methods;
- To respect all intellectual property rights of persons who create VLE resources.

Using and adapting these for their pupils but not republishing them outside the school as their own work;

- As in the classroom, teachers are responsible for monitoring submissions by students to the VLE that they have initiated.

### **Pupil responsibilities**

Pupil responsibilities are presented as a series of simple I will statements that can be easily remembered. These are taught alongside a comprehensive web safety curriculum. See the internet policy for more details. Pupil statements:

- I will try to remember my username and password;
- I will keep my password secret from anyone other than my parents;
- I will not give out my address, email or phone number to anyone else;
- I will think about how a message will be viewed before I type;
- I will be polite and kind to everyone using the VLE;
- If I find anything that I don't like, I will tell my teacher if at school and my parent or guardian if I am at home.

## **Misuse**

We take misuse of the VLE by any member of the school community seriously and will deal with any incidents that occur as if they had happened on school property during the school day. We take the view that all users using the VLE do so under the direct code of conduct set out here and St. Peter's AUP.

### **Specific Areas of Misuse**

*NB Any form of media refers to text, digital image of any type, video and audio file in the rest of this document.*

- It is an offence under the schools code of conduct for any member of the school community to publish any derogatory remark in any form of media on the schools VLE.
- It is an offence under the schools code of conduct for any member of the school community to extract any form of media from the VLE for use in cyber bullying outside the schools VLE.
- It is an offence under the schools code of conduct for any member of the school community to publish or store any sexist, racist or sexually exploitative material in any form of media on the VLE.
- It is an offence under the schools code of conduct for any member of the school community to knowingly store or seek to spread a virus using the schools VLE.
- It is an offence under the schools code of conduct for any member of the school community to run a business using the VLE.

## **Dealing with Misuse**

- To deal with any incidents of cyber bullying that occur on the VLE as if the bullying had taken place within the physical bounds of the school.
- To investigate and work with all parties in any incidents of cyber bullying that take place outside of the VLE between members of the school community where clear evidence is provided. The school takes the position that as these persons would never have met without the school as contact point then the school has a duty to help. Following best practise where cyber bullying threatens violence or is of a sexual nature the police will be asked for their advice/involvement.
- Offences will be dealt with according to the level of the offence in line with school discipline for pupils and guidelines for staff disciplinary procedures. If the offence is a breach of criminal law, the police will be called in and all evidence will be preserved to the best of the schools ability. If the offence is committed by a person not employed by St. Peter's who has access to the VLE the Headteacher will decide how to deal with the offence according to best practice.
- Pupil minor infringements of these rules can be dealt with by a withdrawal of certain VLE privileges such as:
  - Withdrawal of ability to message other pupils for a fixed period of time often 2 weeks for a minor first offence (Pupil would still be able to message teachers);
  - Withdrawal from the whole school group which has access to a whole school chat and whole school discussion forums for a fixed period of time often 2 weeks for a minor first offence.
  - As a general principle pupils would not be withdrawn from Virtual learning work areas unless there was extremely good reasons to do so that were in the best interests of the child. Pupils have a right to access the schools VLE as they have a right to access education through more traditional forms.
  - If a pupil is temporarily excluded from the school their Virtual Learning Access would not be removed unless it was in their best interest or in the best interests of other pupils within the school.

## **Specific Issues that arise from the use of a Virtual learning Environment**

### **Homework**

On occasions teachers may provide homework on the VLE. Pupils who do not have internet access at home should be offered the opportunity to attend homework club where they will have supervised access to the internet.

### **Password Security**

Each pupil is responsible for the security and use of their Username and password.

Pupils must not use the account, Username or password of any other user. They must not disclose their Username or password to anyone else. (Exception being a younger pupil with their parents) All users are responsible for all VLE activity that occurs on their account. If a user suspects that another has their password they should immediately inform a member of staff.

### **Communication**

When using the VLEs communication facilities pupils must:

- Respect other people's views and beliefs;
- Only post comments which are appropriate to the particular discussion;
- Remember that they are conversing with real people and not with a screen name in cyberspace;
- Report anyone else who breaches these rules so helping to keep others safe.

This will enable pupils to enjoy interaction with fellow students and teachers in a friendly and helpful environment.

### **Using the VLE at home**

Use of the Virtual learning Environment at home is governed by the parent's time rules.

So for example if the chat room has a cut off time of 8:30 but a parent wished his or her child to stop using the internet at 7pm then a parents rules override the school times for those children.

**This policy will be reviewed in the Autumn Term of 2014 or in the light of any significant developments or new legislation.**