



**English International School**  
Moscow  
an Orbital Education School

# Online Safety and Social Media Policy

**VISION** To provide an excellent British education in an international setting ensuring all students are happy, safe, and challenged in their learning

**MISSION** The English International School offers the best of British education by providing high quality, innovative teaching to an intercultural community. EIS students experience a wide range of opportunities and make excellent progress, whatever their starting points. EIS ensures that every child feels **safe, challenged and happy** during their learning, preparing them to be confident resilient global citizens.

## **Introduction**

Academic staff at EIS recognise the essential element of online learning as part of a rounded and rich educational experience. As such, the staff and students have a range of strategies and skills that will enable a seamless use of online learning both as part of daily work and, if required, in a state of emergency.

## **Aims of Policy**

This policy outlines the tools and the expectations for safe and productive online learning within our school community. Protocols are described for staff, students and parents in terms of keeping learning at the forefront of technology use and avoiding any potential risks.

Alongside everyday learning, there are three potential scenarios where EIS may need to provide online learning due to student absence or school closure.

1. School is open but there are increased absences
2. School is open but there are significant and prolonged absences
3. Access to the school is temporarily suspended but learning is continued online

## **Online Learning during school hours**

### **Primary School**

Staff will use a variety of online learning tools in line with their curriculum planning to enhance and transform student learning. These online tools will have been checked for appropriateness to the age group and relevance to the curriculum. These online tools include but are not limited

to Canvas, Seesaw, subscribed online portals and external websites that have been checked by the member of staff for suitability for that age group. Students not able to attend school will have full access to these online tools. The aim of these tools is to enhance good teaching and effective learning, through the opportunity to embrace contemporary technology to experience learning that offers a range of opportunities to personally research and inquire, to become self-motivated and responsible learners.

### **Secondary School**

Staff will use a variety of online learning tools in line with their curriculum planning to enhance and transform student learning. These online tools will have been checked for appropriateness to the age group and relevance to the curriculum. These online tools include but are not limited to Canvas, YouTube, subscription services, and external websites that have been checked by the member of staff for suitability for that age group. Students not able to attend school will have full access to these online tools. The aim of these tools is to enhance good teaching and effective learning.

### **Protocols for use of technology in school**

These are clearly outlined in our policy documents available on the school website.

E-Safety & Acceptable use policy for IT – on CANVAS

### **Online learning as homework**

In Primary, staff will use a variety of online learning tools to deliver home learning tasks to students, including but not limited to Canvas, Seesaw, subscribed online portals and external websites that have been checked by the member of staff for suitability for that age group. These tasks or tools will not replace the setting of other types of home learning and aims to enhance the provision already in place.

In Secondary, homework tasks can be set via email or CANVAS and may include the following: Canvas, YouTube, subscribed online portals and external websites that have been checked by the member of staff for suitability for that age group.

### **Online learning when access to school is temporarily suspended or absence is forced**

Early Years: online learning will be provided through email, CANVAS and Seesaw. Teachers will email a minimum of three new learning opportunities each school day (Monday to Friday) the previous day (e.g. Monday's learning will be posted on Sunday) and require parents to send one response each day, in the form of text, photographs or videos.

Years 1-6: All online learning will be sent through email in the first instance and provided through the Canvas portal, with links to other external applications as appropriate.

Teachers will be expected to provide learning opportunities for each timetabled session on an adapted timetable and communicated throughout the week. There will be an expectation that each day, students experience a range of literacy-based sessions (reading, writing, Phonics etc.), mathematical sessions (number, calculation, problem-solving etc.), other subjects (Science, Topic, Art, etc.) and other activities set by Specialist teachers (Music, Russian, French, PE etc.).

#### Secondary

All online learning will be provided through email or Canvas with links to other external applications as appropriate. Teachers will be expected to provide learning opportunities for each timetabled session on an adapted timetable, including reading, questions, various exercises and other means of learning.

## **Protocols for use of technology linked to EIS learning at home**

For students:

Students are expected to

- have all the resources necessary for successful learning (Device, books etc.)
- complete any tasks set within the time given and to a high standard
- use technology sensibly and safely
- not share any personal information during online learning lessons
- contact their teacher if they are worried about anything during online learning sessions linked to the safe use of technology
- online learning should be based in a suitable learning space i.e. communal area not bedrooms and students should be suitably dressed i.e. formal/ smart casual (not in pyjamas etc.)
- only use the school email address for contacting teachers.
  - For staff:
  - Staff are expected to
- set work as scheduled
- plan, prepare, deliver and assess following the same expectations as for normal working practice
- ensure that all resources are shared out via email
- respond to student questions and give feedback on learning
- set additional home learning activities according to the expectations and needs of particular year groups
- refer any concerns linked to the safe use of technology to the DSL using the safeguarding referral form as usual
- refer any concerns linked to failure to engage with learning to the relevant Head of School
- online learning should be based in a suitable learning space i.e. communal area not bedrooms and staff should be suitably dressed i.e. formal/ smart casual
- not share any contact details other than the school email address
  - For parents:
  - Parents are expected to
- arrange and maintain a safe learning space in the house. This should be in a communal space where learning can be viewed and heard by an adult
- students at home should be suitably dressed i.e. smart casual (not in pyjamas etc.)
- discuss guidelines for appropriate use of device during school hours – i.e. for academic purposes only
- ensure that the learning timetable is shared, discussed and supported at home
- contact teachers with any concerns raised.
- contact the relevant Head of School with any concerns about the online learning process.

## **Social Media**

- Students are not permitted to access social media sites whilst on site, unless it is part of the lesson and permission has been given by the teacher to do so.
- Students and staff are also not permitted to take photographs or make videos of themselves or others using personal mobile phones whilst on site.
- An school camera must be used to take photographs required for publication in the school's newsletters.

- It is acknowledged that students will set up messaging groups to communicate with each other after school. Any forms of bullying which takes places via social media (known as cyberbullying) and is reported to the school will be treated as a school matter and investigated by the school. Parents of those involved will be informed and the school will follow the protocols set down in the Anti-Bullying policy.
- The school will educate students about the dangers of social media and how to behave responsibly on all media platforms.

This Policy complies with all guidelines in the E-Safety & acceptable use IT Policy and the Child Protection & Safeguarding Policy.

**PREPARED/UPDATED BY:** Malcolm C Phillips 18/ 03 / 2020

**APPROVED BY:** Principal - Malcolm C Phillips 18/ 03 / 2020

Reviewed by Michael W Clack, Regional Head of Schools 18/ 03 / 2020

Reviewed and updated by Mel Hitchcocks and Geoff Ward June 2021

This Policy is to be reviewed **every two years** and updated as and when changes occur.