07 October 2020

Dear Parent/Carer,

Our Lady's Catholic College is committed to educating young people about online safety and healthy relationships. We know it is crucial to alert them to the risks of online behaviour, exploitative relationships, and ensure they know where to get help if they need it. As a Catholic school it is important that we teach about relationships in the context of the Church's teaching about the human dignity of every person.

Since lockdown in March we have made use of Microsoft Office 365 and in particular Microsoft Teams to teach and keep in contact with students, parents and colleagues. With the development of this facility and use of other technology it is necessary to update our Online Safety policies and notify you of those changes.

SHINE – Online Safety Policy
Since 2017 we have continued to encourage our students to SHINE both inside and out of school. A copy of the full policy document can be found on the school website https://www.olcc.lancs.sch.uk/ The image below sums up the principles we want our community to follow:

Acceptable Use Policy (AUP)
Technology has developed; therefore, we updated this policy for our students. These rules apply to the school network and software. Students are familiar with these as they appear on screen when they log on to the school computers. Students have the 2019/2020 copy in their planners. But an updated version is available on the school website.

Remote Learning Policy (RLP)
During the school closure due to the Covid-19 lockdown we used Microsoft Office 365 and Microsoft Teams. We have used Office 365 as an email facility for a number of years however we had not made full use of this technology until lockdown. It, along with Teams, gives us the opportunity to do remote video lessons, share resources and software plus set assignments and collect work from students. Within Office 365 students have access to Word, Excel and PowerPoint; free of charge. Within this next academic year, we will be making more use of this and other Office 365 & Teams features like Stream and OneNote on a day to day basis. Therefore, this will mean that in the future; if we have another lockdown, we will be able to maintain some normality by providing lessons in software that our students are used to using daily.

All students have been given time to learn the new software during form times and for KS3, Computing lessons.

For safeguarding purposes, it is essential that we set out how students and staff will conduct themselves using this software. Therefore, this new policy has been written for September 2020.

Some of the key rules are noted here but a full copy is available on the school website.

- Students should **only** use their own log on details and not share their username or password with others.
- Students should only be using Office 365 and Microsoft Teams to complete school work set by their teachers. This includes completing assignments, quizzes or emailing work to their teachers. Both Teams and Office 365 are to only be used for teaching and learning purposes.
- During "live" lessons; students should only be using the Teams app and the device it is on.
- Students should note that all 'live' lessons/meetings will be recorded by staff.
- Students will be fully dressed during any 'live' lessons/meetings.
- Students must use their Office 365 and Teams account when contacting staff. Staff will only respond to official OLCC email addresses.
- Any behaviour incidents that occur using Teams and during 'live' lessons will be recorded; logged and parents notified.

The Outlook and Teams apps are a very good way of keeping track of homework and we recommend students download these on their personal devices. To complete homework however they may be best using a PC or laptop and using Teams through a web browser like Google Chrome or Safari.

Acknowledgement
Students will be given opportunity read these policies and ask any questions. They will then be asked to sign an electronic acknowledgement; in previous years they have signed the planner page.

Help keep your child safe online
As a parent/carer, you have a vital part to play in helping your child stay safe online. We would encourage you to discuss these rules as part of an ongoing conversation about their use of technology and safety.

For further help you can visit CEOP's website www.thinkuknow.co.uk/parents or the UK Safer Internet Centre at www.saferinternet.org.uk/advice-centre/parents-and-carers, more advice can also be found at https://parentinfo.org/

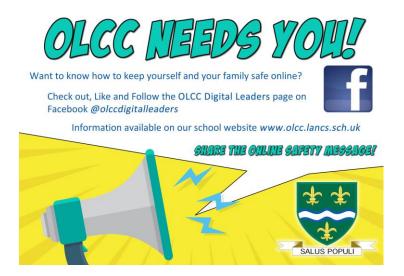**If you are concerned about your child's safety...**
If you are worried that your child is engaging in unsafe online behaviour please consider contacting their Progress Leader, Pastoral Support Officer or Mrs Loxam, our Head of Pastoral, to share your concerns.

If your child is at direct risk of being sexually exploited or groomed online, you should report this to the police, or report to CEOP by visiting thinkuknow.co.uk and clicking on the ClickCEOP button, pictured.

Our Lady's Support on Online Safety
Online Safety shared through regular assemblies, enrichment days and is embedded into Computing and PSHE lessons. We will also be taking part in Online Safety Week in February 2021. Please keep up to date with advice on our website www.olcc.lancs.sch.uk/ and 'Like' the OLCC Digital Leaders Facebook page @olccdigitalleaders.

All school policies including online safety are available on our school website on the Policies link.

Yours sincerely,