

PRINCIPLES OF HOME LEARNING DURING EXCEPTIONAL CIRCUMSTANCES

The Trust is committed to providing the best possible learning opportunity through these unprecedented times. This policy sets out our commitment and expectations regarding the provision of online learning for all children.

Our aim is for all children to access appropriate learning each weekday, however we are aware that there will be some barriers to achieving this goal. We have considered ways in which we will work to overcome any such barriers but we acknowledge that there may be some incidences where this will not be possible. There may also be times, due to staff illness, that daily posting could be interrupted, contingency plans will be put in place to ensure that any disruption to home learning is minimal.

The main aims of remote learning are to:

- Keep the minds of our children active and happy, ready to return to nursery and engage with learning when the time comes.
- Ensure regular contact with all children and families.

USING GOOGLE CLASSROOM

The Trust will use 'Google Classroom' to host its online learning platform. Each nursery room will have an online area where their practitioner will be able to upload activity suggestions and stories.

SAFEGUARDING AND SECURITY

Safeguarding is The Trust's priority, throughout the setup phase of this project we have worked closely with our ICT consultants regarding the security of Google Classroom. All of the recommended safeguards have been put in place. For more detailed information about Google Classroom's security settings and permissions please see Appendix 1.

Reporting an issue for staff:

- Any child protection or safeguarding concern must be reported to the DSL without delay
- Concerns about the safety of procedures, behaviours or use of technology should be referred to the DSL
- Routine queries about the use of apps or online materials should be addressed to your Office Manager on office@kirkleynursery.org

Reporting an issue for pupils:

- Speak to a trusted adult
- Click the 'Online Safety Concern' click CEOP <https://www.ceop.police.uk/safety-centre/>
- Contact Childline 0800 1111

SETTING IT UP

As a parent or guardian, you will be sent/re-issued a joining email to the email address you have registered with the nursery. The email will include your child's secure email address; this email will be followed by another email providing a temporary password. Once you receive both emails you will be able to set up your child's access to Google Classroom. The first time you log on you will be directed to set a new password, please keep this information secure. The Google Classroom administrator will be able to reset passwords during the nursery closure; this can be requested by emailing the administrator directly. Your Nursery administrator, and other relevant contacts, are listed at the end of this policy.

Lost or Forgotten Password

If you or your child forgets the password, you can email the administrator for a password re-set using the email we have registered for you as your nursery communication email. The Administrator will be able to check that you are emailing from a known email connected to the pupil who needs a password re-set. They will aim to provide a re-set within 24 working hours. Please bear in mind that, at times, staff will be working in our nursery rooms and this may affect response times.

Google classroom can be accessed via tablet or a PC that is able to access the internet. Both Apple and Android have an app that you can use if you choose to. The Trust understands that not everyone will have access to the internet or suitable equipment.

ACCESS TO INTERNET/EQUIPMENT

We are aware that some families cannot get access to Google Classroom. If this is the case, the Nursery has placed a list of resources and online learning sites on the Nursery website for children to access. Please contact the listed administrator at the end of the policy if you would like to discuss this alternative.

LEARNING – WHAT TO EXPECT

Curriculum Content

Online learning cannot fully replace or replicate the sort of learning that takes place in nursery. Quality learning requires an in-depth knowledge of each child and is most effective when there is the opportunity for 'learning conversations' with staff. Practitioners use these interactions to plan for future learning for children in their room. Whilst we acknowledge that the online platform can-not replicate a real nursery experience it is our intention that it will support children, parents and carers to continue with some aspects of their learning and give them a continued contact with their nursery via the key staff in their room.

Practitioners will upload 'learning opportunities' planned in line with current curriculum plans. The learning opportunities will take many different forms including, video clips, reading activities and suggestions about other activities children could complete. Practitioners will also provide children with links to relevant online learning that will support their current learning.

The learning ideas and stories will be uploaded to your child's Nursery room name (Hedgehog/Squirrel/Owl).

Response Time and Core Hours

Practitioners will be working their usual hours during this closure period, however please note that practitioners may themselves have caring responsibilities or may fall unwell. Whilst we will aim for practitioners to respond to parent/child comments within 24 hours, it might not always be possible – understanding during this period will be appreciated. During the nursery closure, if you have any concerns or questions regarding the provision of the online classroom please contact an Administrator, see details below.

Nursery Leaders are responsible for monitoring the quality of education and learning at their Nursery, this expectation is the same with Google Classroom.

Pupil/Parental

Parents are offered the opportunity to support their child with home learning through Google Classroom. The Trust strongly recommends that if you choose not to use the platform that you continue to read to your child and encourage them to practice their independence skills.

Contact details of Administrators

Administrator 1: April Bunn (Office Manager) office@kirkleynursery.org

Administrator 2: Kate Bell (Nursery Manager) nurserymanager@kirkleynursery.org

APPENDIX 1

GSuite for Home Learning

As a Trust we use 'G Suite for Education' - a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Currently only the staff access G Suite and we have been using it since the start of the Trust in 2016. As part of our response to the closure of schools due to the Covid-19 pandemic we have decided to expand the use of the G Suite to provide home learning to all pupils.

During the closure period pupils will be able to use their G Suite accounts to complete home learning, have work marked and follow links to online educational learning sites.

We use a special version of the core GSuite Apps to provide a secure learning intranet for our pupils and staff. Children will use a Gmail login to access Google Classroom. The Gmail login the pupils use cannot be shared with external email accounts, only with others within @kirkleynursery.org - the school's Google domain. Google require only basic information to set up these accounts, your child's year group and name. Through Google Classroom, using their secure login at home, your child can continue working on their classroom learning throughout any school closure period.

Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child - they have a much higher security setting than our staff for example. We take advice on these settings from companies that advise us.

Google's Privacy Policy for GSuite can be found here:

<https://policies.google.com/privacy/update>

The information below from Google provides answers to common questions about what they can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in Reception-Year 6 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

G Suite for Education information for Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from pupils in connection with these accounts.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a pupil account, we provide Google with certain personal information about our pupils, including, for example, a name, email address, and password.

When a pupil uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in primary schools to target advertising?

No. For G Suite for Education users in primary and secondary schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We allow pupils to access Google Classroom and Google Mail, however the security setting will not allow them to email outside the school domain.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organisations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organisations or individuals outside of Google when it has parents' consent which may be obtained through G Suite for Education schools – including SCHOOL NAME. We would contact parents directly if Google ask for any examples of children's work etc.
- **With Kirkley Nursery G Suite for Education accounts,** because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organisations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.



Home Learning for Exceptional Circumstances Policy January 2021



What choices do I have as a parent or guardian?

Once you use the activation email and set up your child's account, you consent to the collection and use of your child's information by Google. If you don't use the activation email by 1.9.21 we will delete the G Suite for Education Account. G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting:

Administrator: April Bunn (Office Manager) office@kirkleynursery.org

If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact:

Administrator: April Bunn (Office Manager) office@kirkleynursery.org

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](#), the [G Suite for Education Privacy Notice](#), and the [Google Privacy Policy](#).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](#).