

Online safety and safeguarding tips Jan 2021

Remote learning – online safety

- Please can we include online safety messages at least once a week or when a particular lesson may require research online.
- Feel free to use Digisafe daily PDF's regularly as a small lesson reminding children about being safe in remote learning. Some of them are good and easy for you to add as a discussion point at the meet or as actual curriculum coverage.
<https://national.lgfl.net/digisafe/digisafe-daily>

Google Meet

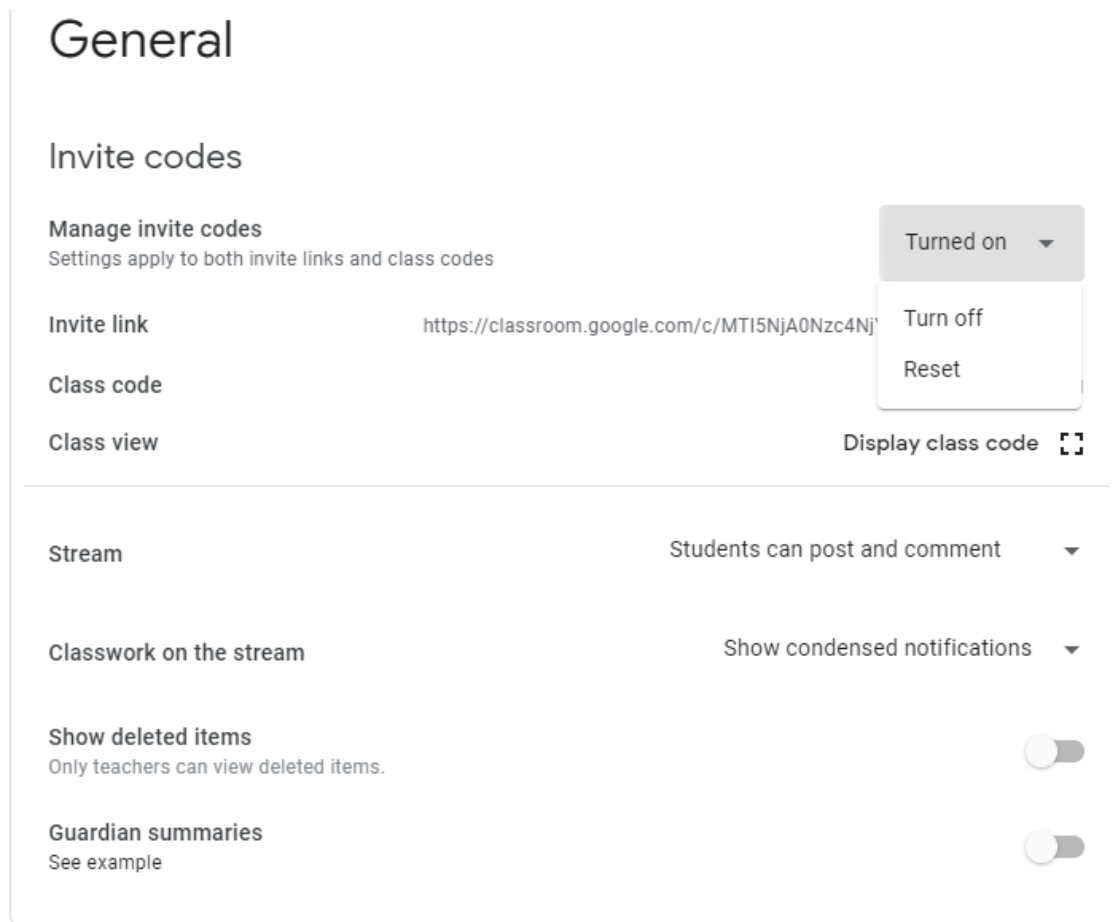
A couple of things worth noting

- Always use the link on the classroom page.
- If I set up a workshop, I will send the teachers a link and ask you to add the link onto your stream so that it is secure.
- Always let the children leave before you close the meet.
- You can go into settings on each class and change the settings so that it disables chat. I have not changed as admin in case a child cannot access a microphone and needs to use it for entering the conversation but we can if needed. You can change and refresh the class link and can hide it from view if you are in any way concerned regarding pupils accessing without you being there.
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- Some key questions and answers can be found:
<https://support.google.com/a/answer/9784550?hl=en>
- I have set up a code of conduct for Google meet which I have attached to this document and



added to remote learning policy - goog
will email so you can share with your class this week. I will send to parents.

Remember you can remove the class code at any time and add back. If you would prefer to show it just before you need it you can disable when on class under cog.



This is where you can reset it regularly if you feel children have been accessing without you or you just want to refresh regularly so secure.

Google Classroom – top tips found – if you have a specific question, let me know and I'll try and find out

I appreciate that we are all getting used to what Google classrooms can do. I have been searching twitter for information that may help us and this is what I have found out. If you try and it works and is making your job easier- please share. If you don't feel you need , please don't worry about using – they are just ideas.

You tube without the ads

- Add as you tube link on G classroom (not meant to show videos)
- When you paste the 'LINK' after the T in YouTube add a hyphen and you wont see adverts so this would be important when adding for home learning. (YouT-ube)

Purple Mash

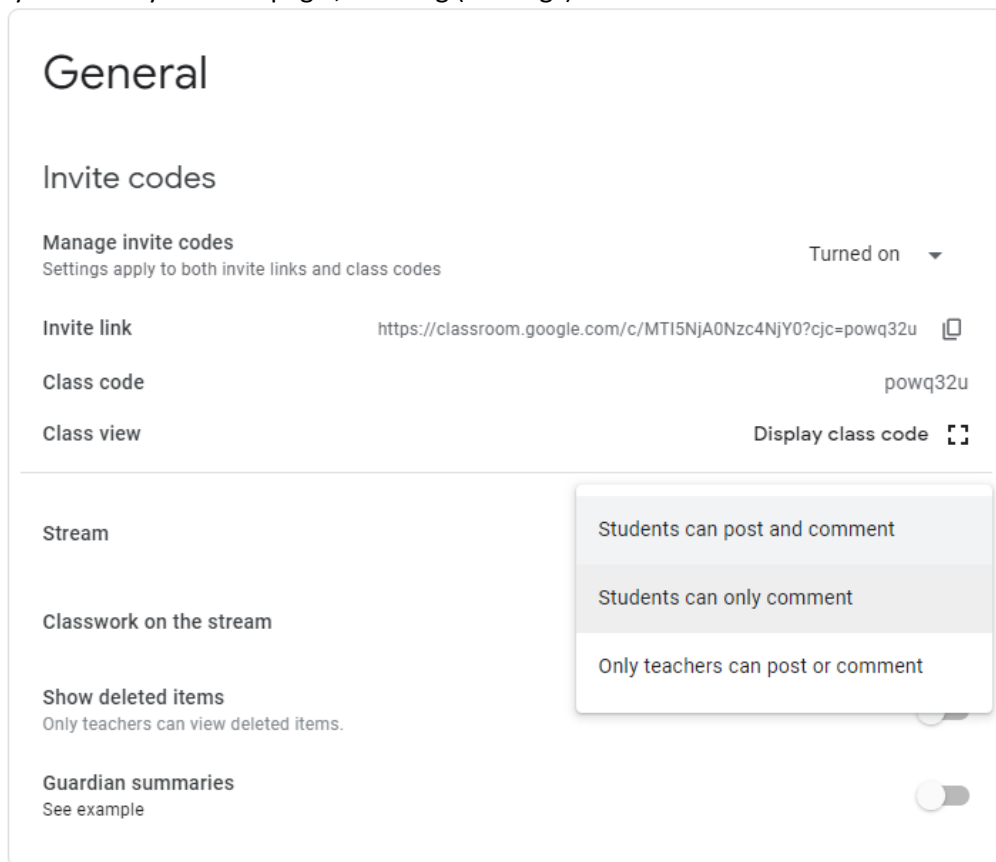
- I believe there is a you tube video that show you how you can link purple mash and google classroom if you feel that helps . One such video is https://www.youtube.com/watch?v=yI_KmXILY-w

Worship on Google meet

- You can have only 100 people potentially on a live assembly. I am thinking of doing one Friday afternoon for certificates as may help motivation. If I do, I would need a second staff member to be muting and watching pupils while I deliver.
- As I mentioned before, I would send the staff an invite to attend on email and then you can add to your stream

Stream including or disabling student comments

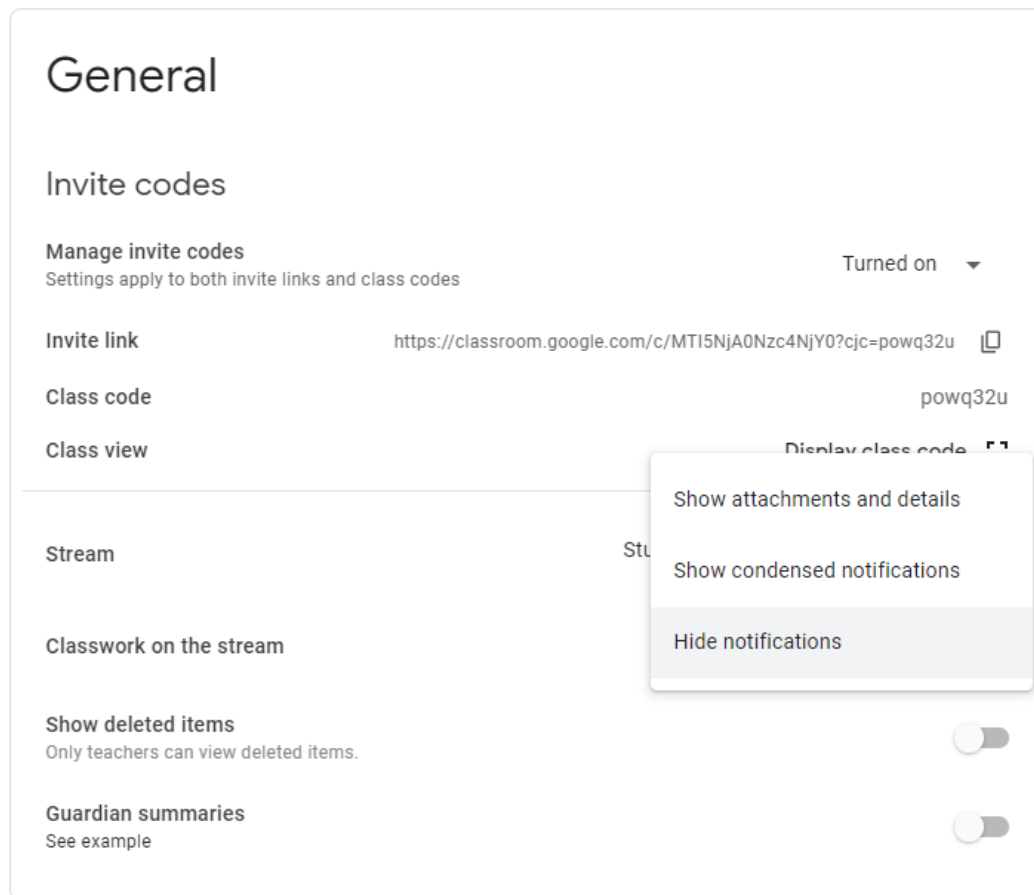
- I can (as admin) turn off these comments however I have seen that some older children have answered questions from another child quite quickly so I suppose you may wish to think carefully as to whether you just tell children to use when you have a question rather than for a chat as may save you time if they can resolve it themselves.
- So if you are on your class page , click cog (settings) and scroll down. Click on down arrow



• And you can chose to allow teacher only, student only or both. You can change this on daily basis depending on your needs if you wish to.

On the stream you can stop the coursework showing aswell as the stream comments – if you want it to look tidier, this may be a way and then children can just look at the classwork for their

assignments.



To show attachment and details would show everything and would be too much!

Using powerpoint

- When you open google slides you can click open and select the powerpoint file and it imports the slides from the powerpoint and convert to google slides. You can then add text boxes without having to worry about movable backgrounds
- Another suggestion is click on the slide of a normal powerpoint and save as a picture. Upload it and set as background on google slide and it doesn't move. Then easier to add text boxes.

Marking

- You can use the 'return to all' function and it gives you an option to add a comment after you have clicked it (this may be useful if just need to acknowledge work.
- Voice recording feedback. I have seen we can add an extension 'MOTE' I will look into this, this week as you may find it saves time.
- There is a TES teaching resource that is called maths – automatic-marking-sheet that shows you how you can create a sheet that has the answers in and the computer will mark the answers. _ ONLY DO THIS IF QUICK AND EASY as it's still ok for them to mark the work at home.

Recording introductions

Some have suggested a Loom for education package to record introductions/lessons if anyone wants to try but I also think a recording on zoom

Our school log in for zoom is Head@bretherton.lancs.sch.uk Password : Bretherton 1

Just schedule a meeting but then start straight away. You can record and then talk or record and then share screen as I have done for worship.

You can record Google meet when you are sole attendee and then attach the video to your class page. Once you have recorded it , you can find it in your Google drive (triangle) so easy to add to class.

1) waffle – meet and start one by not adding in a code.

2) when start, (have powerpoint open on another page) click on 3 dots and press record. You have a few seconds to share screen and choose window to find your powerpoint. You can speak over the powerpoint and it records it (just as I have done with zoom)NOTE it does record you on half too so don't pull any faces. If not sharing a screen and just talking you don't need to present now. Then click in 3 dots, click stop recording and it takes a few seconds to save to your G Drive.

WOULD DEF PRACTICE WITH SMALL presentation first to ensure you feel ok.

I will look at another add on to chrome 'Vimeo screen recorder' to see if better.

If wanting to add posts onto someone else's class

- When teachers are invited to your class you can use the 'REPOST' button under add assignment to share files on to each others class pages. This can reduce teacher workload. You are able to edit the post so you can personalise it before reusing.
- If you create an assignment in one class there is an optin to post to which classroom next to the student button and it will be sent to their room

Some extra top tips

- It is easier for a child to write in a table on G docs than a text box as a text box opens up in another window on their screen if they click on it
- When adding a picture into G Docs, if you click on it , you get 3 dots and this enables you to edit position and text layout of the photo (may wish to share this with children)
- Tell children using an ipad to download docs or slides to their device

Many organisations are providing virtual tours – this could be like a school trip with a couple of questions on a quiz for after they have looked around. There are some great institutions. One I saw this weekend was Peak wildlife park and they said they had some worksheets too. I'll share if I see any

BBC is adding online learning on BBC2 each day. Would can see the timetable and link extra sessions to those in case parents want.

Remember to use Oak academy

