



NORLAND PLACE SCHOOL

Acceptable Use of Virtual Learning Environments/j2e.com (Whole School)

Reviewed: March 2020	Next Review Date: April 2020
Responsibility: SMT	
Location(s): SMT/Staff Drive, NPS website, Staff Room Policy Folder	

This procedure relates to safety and the acceptable use of Virtual Learning Environments (j2e.com is the only VLE currently used by Norland Place School). It is aimed at all staff, pupils and parents as digital safety is the responsibility of every member of the school community. This procedure works in conjunction with the school's current Marking Procedure, Safeguarding Policy, E-Safety Policy and Acceptable User Agreement.

Aims

1. to ensure the safeguarding of all pupils within the school by detailing appropriate and acceptable use of Virtual Learning Environments, such as j2e.com
2. to ensure that pupils use online learning safely and securely
3. to minimise the risk of harm to the assets and reputation of the school

All staff have a responsibility to observe and respond to events surrounding digital safety and report any concerns about a pupil's welfare and safety in accordance with the School's Safeguarding & Child Protection Policy and procedures.

Teachers are responsible for monitoring work produced and/or posted online by pupils. This will:

1. enable teachers to see how learning is taking place within the group
2. identify misunderstandings or areas of weakness in the learning
3. provide an opportunity for additional teaching and support

Although the educational goals for online learning are the same as in class, learners are working in isolation, without regular contact with their teachers and other children. Purposeful comments are therefore helpful in getting children engaged as learners, and feeling they are part of a learning community.

Active participation in learning conversations (as per Guide to j2e) is expected and encouraged. Children will participate in online learning conversations, if they feel that these are helpful to their learning.

As with all classroom feedback, it is important to be clear about goals. Comments made as regards a piece of work could fall into one of these categories:

1. **improved comprehension:** to enable children to clarify their understanding of key concepts
2. **building an argument:** to analyse and build one's own position, using the relevant teaching and learning materials
3. **knowledge construction:** to encourage a deeper understanding of concepts
4. **critical thinking:** to encourage children to engage constructively and critically with their learning
5. **guide children in their learning** by pointing them towards the next task

6. **support children who are struggling**
7. **extend children who excel in a particular task**

Each comment posted by teachers online should:

1. set a positive tone
2. not include negative criticism
3. add to the discussion
4. celebrate achievements
5. set a target for further improvement
6. encourage learners to progress and continue their work
7. recognise where appropriate earlier contributions
8. if discussions drift off topic, they need to be re-focused by the teacher

As with all school marking, comments posted by teachers online will be monitored by SMT to ensure full implementation of this procedure.