



POLICIES AND PROCEDURES

LEARNING PLATFORM POLICY

DATE AGREED BY GOV'S;	SPRING 2018 TEACHING AND LEARNING COMMITTEE
DATE AGREED BY FULL GOV BODY;	SPRING 2018
REVISION DATE;	SPRING 2021

STATEMENT FOR EQUALITY;

Manor Park Primary School is committed to gender, racial, religious and disability equality in every part of school life.

At Manor Park Primary School, Computing is an integral part of the curriculum and it plays a significant role in extending a child's learning across all subjects, ensuring a broad and balanced provision. Computing is taught through Cornerstones Creative Curriculum where it has been suitably and meaningfully linked to learning projects. This allows pupils to develop their knowledge and understanding of how Computing is used in everyday life.

At Manor Park we use online resources (J2Launch and MyUSO) to teach Computing as well as to enhance learning across the curriculum through the use of ICT. These online resources can be accessed at school or extended to the home environment.

Rationale

The aim of this policy is to ensure that all users, of the school's teaching and learning platforms, are aware of their individual responsibilities, so that staff and pupils may work safely and securely online.

My USO

MyUSO (Unified Sign On) was developed to enable children to extend their learning to the home environment. It allows teachers to create and manage sets of web resource links that make it easy for children to access relevant educational resources at school or at home. MyUSO is a service provided by LGFL (London Grid for Learning) via a secure web-based management interface. Staff and children log onto MyUSO by following my.uso.im, using their existing LGFL user name and password.

J2launch

J2launch is a safe online tool, provided by the **London Grid for Learning (LGfL)** which enables the pupils of Manor Park to access and create word processing documents, tables, graphs, coding programs and paint tools, at school and at home, for free. As well as this, pupils can save and upload their work to their personal, secure cloud file to access in school. A fun tool for extending learning at home, and for completing and submitting Home Learning.

Please see Appendix 1 for information on how to access Learning Platforms.

User Responsibilities

Each group of users will have a responsibility to ensure the safe and responsible use of Learning Platforms, in line with the Acceptable Internet Use & E-Safety Policy.

All users should keep passwords secure. If a password becomes insecure i.e. known by others, users should report to the Computing co-ordinator in order for the password to be changed.

Pupils

- Pupils should follow all Rules for Safe Internet use, outlined in the Acceptable Use and E-Safety Policy.
- Pupils should be responsible and respectful when working online and only use school devices and platforms for school work and homework.
- If pupils view anything of an inappropriate nature or come across anything that makes them feel uncomfortable, they should report it to an adult who should inform the Computing co-ordinator immediately.

Staff

- Staff should immediately inform the ICT co-ordinator of any inappropriate content on web links or in pupil files, identified by pupils or themselves.
- Staff are responsible for the creation and management of web links in their year group tabs on MyUSO. They should ensure that topic tabs are accessible to pupils during each term and that future topics are hidden. Staff should check that content of web links are educational and appropriate before using. Staff are not responsible for changes made to weblinks but should check existing content for suitability before giving pupils access. Any unsuitable links should be removed immediately.
- If a member of staff would like to add a web link to a core subject page, they should email the Subject leader who will check the site before creating a link.
- Staff should ensure that when creating web links that the *staff* access box is ticked to allow links to be checked by Computer leader.
- Staff should ensure that children know how to access and use the Learning Platforms, and promote its use during lessons and home learning opportunities.

Subject Leaders

- Subject leaders are responsible for the creation and management of web links in their subject tab. Subject Leaders are responsible for ensuring that content of web links are educational and appropriate. Any unsuitable links should be removed immediately.

Computing Co-ordinator

- The Computing co-ordinator should ensure that any unsecure passwords are changed immediately.
- Web links created in Year group and subject tabs should be checked, at random, each term to ensure suitability.
- Digital folders should be checked, at random, each term to monitor teaching and learning.

Frontier

Frontier is a platform upon which staff can upload their planning and paper work digitally for secure storage. Staff can log onto Frontier to access saved paperwork, using their LGFL user name and password. This provides a safe and secure means of storage for sensitive materials.

User Responsibilities

Staff

- Users should keep passwords secure. If password becomes insecure i.e. known by others, users should report to the ICT co-ordinator in order for the password to be changed.
- Users should *log off* Frontier following use, to ensure security of own account.
- Staff are responsible for the creation and management of year group planning files on Frontier and should follow the agreed format.
- Staff are responsible for ensuring that all half termly planning is uploaded onto Frontier in the last week of every half term.

Key Stage Managers

- Key Stage Managers are responsible for ensuring that each year group has uploaded all half termly planning onto Frontier.

Supporting your child at home through ICT

At Manor Park Primary Academy, Computing is an integral part of the curriculum and it plays a significant role in extending a child's learning across all subjects, ensuring a broad and balanced provision. Computing is taught through Cornerstones Creative Curriculum where it has been suitably and meaningfully linked to learning projects. This allows pupils to develop their knowledge and understanding of how Computing is used in everyday life.

At Manor Park we use online resources (J2Launch and MyUSO) to teach Computing as well as to enhance learning across the curriculum through the use of ICT. These online resources can be accessed at school or extended into the home environment.



J2launch is a safe online tool, provided by the **London Grid for Learning (LGfL)** which enables the pupils of Manor Park to access and create word documents, tables, graphs, presentations, coding programs and paint tools at school and at home, for free! As well as this, pupils can save and upload their work to their personal, secure cloud file to access in school. A fun tool for extending learning at home and for completing and submitting Home Learning!

Accessing j2launch at home

To access j2launch simply log onto www.j2e.com/logout.php on a computer or tablet and click on the LGfL logo.



You can also download the free j2launch app for tablets.

Click on the easy  login tab and sign into j2launch using your child's user name and password.

Alternatively you can login via the Computing Tab on MyUSO (my.uso.im – the same user name and PIN password apply)

Uploading Files to j2launch cloud storage

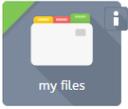
Click on the upload  tab in the main menu.

Click  on to browse your documents and select the file you wish to upload.

Your selected file will be saved to my files.



Tools available on j2launch



Access files you have uploaded to cloud storage



Direct access to Manor Park's learning resources centre



*NEW Easy to use word processor, spreadsheet and presentation tool for education – *perfect for home learning!*



A collection of tools for EYFS and Lower KS1 e.g. data handling, word processing, coding & paint



Online word processor and paint tools suitable for KS1 & KS2 – *perfect for home learning!*



Resources and tools for data handling e.g. pictograms, bar charts



Resources and tools for coding, suitable for all ages



Create and respond to votes and surveys – *perfect for collecting data from a range of year groups for home learning*



Online word processor and paint tools including digital measuring tools such as a ruler and a protractor



Create your own animated story using stop frame animations



Learn your times tables and division in a fun way. Compete online or practice on your own. Gain points and earn rewards



Upload appropriate pictures and images of outings or work you have completed at home to share with the class



Upload documents completed using other software such as Microsoft word or excel onto secure cloud storage



MyUSO was developed to enable children to extend their learning to the home environment. It allows teachers to create and manage sets of web resource links that make it easy for children to access relevant educational resources, linked to their current topics, at school or at home. MyUSO is a service provided by LGFL (London Grid for Learning) via a secure web-based management interface.

Accessing MyUSO at home

Simply log onto MyUSO through the following URL easy.uso.im

Click on the easy  login tab and sign into MyUSO using your child's user name and password.

Your child's password is a 4 digit code made up of their day and month of birth. E.g. Birthday= 5 December, therefore the password is 0512.

Click on the  tool bar on the left hand side of the home page to access useful learning weblinks for specific subjects or topics.

Please note that all staff members have access to pupil files however these may not be monitored regularly. We therefore remind parents/carers that, to ensure safe and responsible use, children should **always** be monitored by an adult when working online.

If you have any further questions or concerns, please book an appointment with the office to see Ms. Williamson.