



YouTube Policy

Introduction and Aims

This policy outlines the purpose, nature and management of YouTube as a classroom teaching tool.

Videos on the file-sharing website YouTube can be used to effectively support many areas of the curriculum. The popular site contains a selection of videos which cover the range of topics focused on at Green Lane Primary Academy – most noticeably, the Science, English and History areas of study. When these videos are used safely and appropriately, they can be an extremely beneficial resource for class teachers and support staff.

However, there are potential risks when working with YouTube that the staff should be aware of. For example, despite a filter/ flagging policy being in use on YouTube, inappropriate images, unsuitable written comments, or bad language can still all be accidentally revealed to the children. In order to prevent this from happening, the following procedures have been put in place.

Planning and Delivery

Finding suitable videos:

- Searches, or first observations of a potential video, should not be carried out with any child in the classroom.
- Before showing a video to the class, the video should be watched and listened to carefully by the class teacher or TA. While watching they should look out for inappropriate content or material, along with any inappropriate comments that appear underneath the video.
- It is the class teacher's responsibility to make the final approval of a video.
- Teachers should also be aware of the advertisement on YouTube videos and these should be watched before showing the video to the children, without any children in the classroom. Advertisements can be shown at the start or during any video on YouTube. To ensure these do not show while using the video during the lesson, teachers must watch the video fully before any children enter the classroom. Once this has been done, the teacher can then show the video in full from the beginning.

Playing the video to the children

- Using the remote control, the Smartboard should be frozen, stilled or muted (depending on the options available) prior to full screen mode being selected on the video. When the video is playing, the Smartboard can be unfrozen and the video watched by all.
- Before the end of the video, the teacher must pause the video so the choice of 'recommended videos' cannot be seen, as these may also contain inappropriate language or content which should not be revealed.
- When the video is finished, the Smartboard should once again be frozen, stilled or muted (or even turned off) so that the video can be exited and the YouTube window can be closed safely.

Once staff have finished watching their chosen video, it is imperative that the browser is closed down which will then ensure that YouTube cannot be accessed by children.

Information and Communication Technology

Teachers should constantly be aware of the risks of using YouTube in the classroom and the inappropriate content that could be shown. It is important that the teacher remembers rules and regulations set out by the e-safety training given, as well as reminding children of the risks that they could come into contact with while online.

Parents have also been made aware of the precautions they should put in place if children are accessing YouTube at home.

Using the School Account

The school has created a Green Lane Primary Academy Youtube channel in order to store videos created within school so that they can be linked to via Twitter and used for display purposes in corridors or in books via QR codes/Aurasmas.

All uploads to the school Youtube channel must be done via the Youtube Capture App on school iPads. Login information can be obtained from Computing Subject Leader or Digital Profile leader.

All uploaded videos are to be set as 'Unlisted' in their privacy settings. This ensures that they are not searchable on Youtube, and are only viewable by people given direct access to them via tweets, or QR codes.

If using students names within the title or the description of the video, only first names to be used.

Monitoring

The use of YouTube will be monitored closely by the Computing and New Technologies Subject Leader and the ICT Manager, ensuring appropriate use.

Policy Last Reviewed: March 2017

Approval Minuted:

Date of Next Review: September 2018

Reviewing Governor Committee: