

King’s InterHigh
Use of Viva Engage
2024-2025

Approved by: **Catriona Olsen**
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Policy Aims and School Vision

The Inspired Philosophy

As part of the Inspired Group, we are also guided by the philosophy of the Inspired group:

- *A child's education is the single most important consideration for any parent or carer*
- *At Inspired, we believe that it is an individual's total educational experience that instils the knowledge, attitudes, beliefs, and values that they will carry with them for life.*
- *We believe that this set of knowledge, attitudes, beliefs, and values, instilled by education, will form the basis of how we approach the future.*

Inspired schools believe that these are the foundations on which we build and plan our lives. At King's InterHigh and Academy21, we welcome students with varied plans, including attending university, college, obtaining an apprenticeship, or going into the workplace. Being part of Inspired allows us to cater for our rich and varied student community through an inclusive and positive approach that maintains high expectations of all our students with their own aspirations.

Our vision and aims

Both King's InterHigh and welcome students with a variety of prior education experiences and with varied aims. This is fundamental to what we do - our vision is to be a flexible home for all students and so we seek to offer a curriculum and experience that allows students to pursue learning interests, fits around other priorities and gives them the structure needed to work towards their goals. We seek to create the conditions for this – a purposeful learning environment, the ability to focus and challenge oneself and a sense of safety and value for every child.

We have core aims that underpin this vision. They are to:

1. provide a **high quality, positive and inclusive learning experience and environment** that inspires all students to discover, develop and fulfil their potential and make outstanding progress in their learning whatever their starting point.
2. promote **desirable behaviour and a culture of mutual respect and maximum engagement** in learning through our actions and wider culture.
3. **recognise the successes and development of each student**, be it social, emotional, academic, or otherwise, that develops self-esteem, and respect for self and others.

There are some broader themes to our vision that are worth detailing:

Participation: We believe educational success comes from students actively participating in learning through attending live classes or using lessons recordings and resources actively; submitting set work; engaging with their peers or just following feedback to improve. As a school we set conditions for our staff and students to be reflective on their efforts and act with integrity, building a culture of improvement and contribution to community that ultimately makes everyone's impact on the world a positive one.

Holistic development: In a rapidly evolving digital world, we take seriously the holistic development of our students and aim to equip students with the tools and attitudes to navigate technology and global relationships positively. We have robust actions in place to keep school free from more negative instances that might occur in other settings such as bullying or disruption.

Inclusivity and flexibility: We are inclusive, and we want every child, regardless of additional needs, to be the best version of themselves through the support of our flexible schooling and adaptive teaching.

Purpose

This policy aims to outline the acceptable use of Viva Engage at King's InterHigh. Viva Engage is an enterprise social networking platform which facilitates communication, collaboration, and community-building within our educational institution. The purpose of implementing Viva Engage is to support academic activities, foster school spirit, and enhance communication.

By following this policy, we aim to:

- Promote positive online interactions.
- Encourage safe and respectful communication.
- Protect everyone's privacy and security.
- Support learning and collaboration in a constructive way.

Scope

This policy applies to all students, staff, and any affiliated persons who are granted access to the school's Viva Engage network.

General Principles

Viva Engage is to be used for educational, professional, and school-related purposes only. The platform is available to students from Year 8 and above (age 13+). All users must adhere to the same principles of respect, professionalism, and integrity on Viva Engage as they would during in-class interactions. Users should always be mindful of what they post on the site – is it suitable for all audiences to read? Students in later year groups e.g. Year 11, 12 and 13 should be mindful that younger students e.g. Year 8 and 9 share the platform space.

Get started by following these best practices

- When you first join, discover and join communities that you find relevant. If a specific community does not exist, you can start a new one and invite members
- We suggest you add an appropriate profile picture as this enhances communication
- Customise your email preferences by clicking on your profile picture, settings and then 'Email me when...' Tip – you will get a notification on Viva Engage, so you may wish to switch all email notifications off
- Before asking a question, use the search bar to explore existing content. This will help limit repetitive messages
- Add links and pictures to posts when applicable
- Use the FAQs to look up common questions
- Take time to explore Viva Engage. You'll get the hang of it, it's really similar to other social media platforms

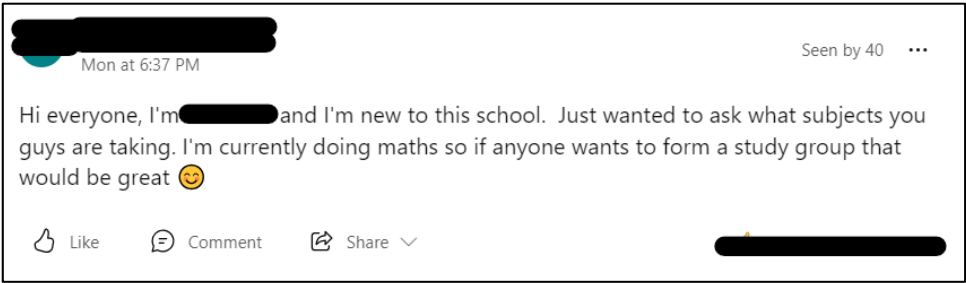
Examples of positive posts

Viva Engage can be a great tool for connecting and learning. Here are some ways to use it positively:

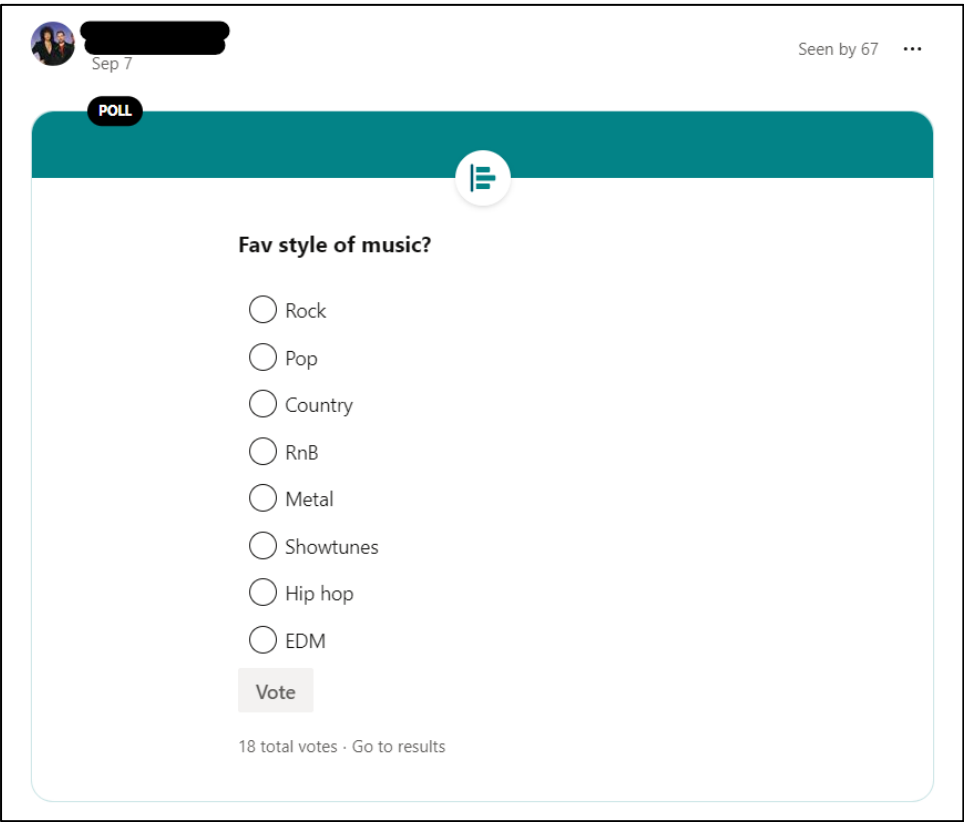
- Supporting Each Other: Sharing helpful study tips, resources, or giving encouragement to classmates.
- Asking for Help: If you're stuck on a topic, feel free to ask questions or see if others have similar questions.
- Collaborating on Projects: Work together on group assignments, sharing ideas and organising tasks.
- Participating in School Activities: Engage in discussions about upcoming events, clubs, or school activities.

By following these examples, you help create a respectful and supportive online community for everyone.

Looking to make new friends?



Set up a poll, asking appropriate questions, to find out more about one another:



Misusing Viva Engage

Misusing Viva Engage can hurt our community and sometimes even cause harm. Here are some examples of negative use:

- **Bullying or Harassment:** Making negative comments or spreading rumours about others is hurtful and unacceptable.
- **Sharing Personal Information:** Posting private information (like your address, phone number, or login details) is risky and not allowed.
- **Inappropriate Content:** Posting offensive, violent, or inappropriate images or words can make others uncomfortable and is against our policy.
- **Disruptive Behaviour:** Posting unrelated content, spamming, or interrupting conversations with irrelevant messages affects everyone's experience.

If you misuse the platform, there may be consequences, including restricted access or further disciplinary action depending on the seriousness of the behaviour.

Access and Accounts:

- Accounts will be created using official school email addresses.
- Users are responsible for maintaining the confidentiality of their login information.
- Any unauthorised access or use should be reported immediately to the school's IT and safeguarding teams.

Guidelines for use

- Users should ensure that all content posted is appropriate, respectful, and relevant to school activities or discussions.
- Users are encouraged to create and join groups relevant to their year group, subjects and/or interested
- Only share files and links that are safe, relevant, and do not violate any copyrights. The sharing of inappropriate content will have consequences in line with our school's behaviour policy
- Users must respect the privacy of others. Sharing of personal information without consent is strictly prohibited.
- Be polite and respectful to other members. It is acceptable to disagree, but please do so in a respectful manner. What's said here is visible to your teachers and peers
- Add value with each post
- If you are posting a photo/video you must ensure you have permission from the individuals included in the image/video. Should you be informed that a party no longer wishes their photo to be displayed, you must delete the post, containing the image, immediately
- Be mindful that our school community spans the world and has many cultures. Please ensure that text and images posted are culturally sensitive for our community.

Prohibited Activities

- Posting confidential information such as social media handles, email addresses, or phone numbers. Links to Discord servers are not permitted.
- Posting inappropriate, offensive, or harmful content.
- Xenophobia, including racism, homophobia, antisemitism, sexism, misogyny
- Bullying, harassing, or intimidating any member of the school community.
- Sharing confidential information.
- Spamming or posting promotional content that is not directly related to school activities.
- Creating fake profiles or impersonating another individual.
- Posting political statements and views
- Posting statements that do not align with the school's purpose, mission and values
- The sharing of inappropriate content will have consequences in line with our school's behaviour policy

This is not an exhaustive list. King's InterHigh has the right to remove any content it deems unsuitable, offensive or go against our school values at any time.

Communities

- Only internal communities will be permitted.
- If you want to create a community, name it carefully and appropriately
- Only create a community if you intend to use it and to improve social aims
- King's InterHigh has the right to remove any communities it deems unsuitable, offensive or go against our school values

Monitoring and Data Privacy

Users are responsible for the material posted to Viva Engage. Where there is a reason to do so, please be aware that Admins on Viva Engage have access to private content posted, including private messages. Viva Engage will be monitored for any abusive language used by way of 'key word' detection. This will be reported to Heads of Year and Heads of Key Stage and action will be taken in line with our school's e-safety and behaviour policies.

The school reserves the right to monitor Viva Engage activities for ensuring compliance with this policy. Users are advised not to share sensitive personal information on Viva Engage. Users are not permitted to share social media or other platform handles on Viva Engage. The school is committed to maintaining the privacy of its users but cannot guarantee the security of any information posted on the platform.

Information posted on Viva Engage is attributed to the individual and does not necessarily reflect the views and opinions of King's InterHigh or any part of the Inspired Education Group.

Consequences of Policy Breach and Platform Misuse

Any breaches of this policy and misuse of Viva Engage will result in disciplinary action as per King's InterHigh's behaviour policy. This can include being banned from using the platform. Serious or illegal behaviours may result in reports to the child's relevant local authority and/or the police.

Reporting

Users are encouraged to report any violations or suspicious activities to their teachers, or to report concerns through the platform, which will come to the safeguarding team.

Posts and/or comments may be deleted if deemed inappropriate by the school. Reporters of any violations or suspicious activities may not hear back from the school's teams after submitting their report.

Disclaimer

By logging into and using the Viva Engage platform provided by King's InterHigh, users acknowledge that they have read, understood, and agree to abide by the above policy.