

Acceptable Use Policy for Live Lessons/Tutorials and Parent Appointments

Guidance for Teachers

1. Teachers will host online teaching/tutorial sessions during any class/bubble/school isolation or in the event of a national or local lockdown.
2. Teachers will follow the school's safeguarding policy.
3. Teachers will aim to send the invite to pupils for the live lesson 24 hours in advance.
4. Teachers will be dressed appropriately and remain professional throughout the video.
5. Teachers will ensure no other family members are in view of the camera if broadcasting from home.
6. Teachers will ensure they conduct all videoing with an appropriate background (being aware that photos and ways of identifying addresses etc is not possible when broadcasting from home).
7. Teachers will not communicate with pupils outside the hours of 8.45am to 3.30pm.
8. Online broadcasts will be recorded for safeguarding purposes.
9. The teacher leading the broadcast will 'lock' the room at a given time preventing anyone from joining after the start of the meeting.
10. All broadcasts will have a meeting code and password.
11. A waiting room will be used in all broadcasts ensuring that everyone is present when the teacher enters the 'room'.
12. The chat function will be disabled.
13. Only the teacher hosting the broadcast can share their screen (displaying a piece of software etc).
14. The teacher leading the broadcast will mute all members and unmute when contributing.
15. If a pupil's behaviour is not acceptable within the broadcast, a call will be made by the teacher leading the meeting to the parent after the session.
16. Each broadcast starts with the 'ground rules' shared.
17. At the end of the broadcast, the lead teacher will 'end the meeting for all'.
18. After each broadcast, a log is completed to record that an online broadcast has been held noting any concerns or technical issues.
19. A register of attendance will be taken for each session.
20. All of the above also applies to recorded lessons where it is appropriate.

Guidance for Pupils

1. At the start of the broadcast, pupils will be shown the expected behaviours reminder detailing the 'ground rules' which include how pupils can signal that they wish to speak, just like in the classroom in school.
2. Pupils must be dressed appropriately for the duration of the video lesson. This does not need to be school uniform.
3. Pupils must remain on mute until invited to speak.
4. Pupils should be ready and waiting at the starting time of the broadcast.
5. Pupils are prohibited from recording or capturing/screen grabbing content from the video call.
6. Pupils should remain in a public part of their house where an adult can see them and where there are not any personal photos etc on display.
7. Devices should not be used anywhere in the house your parent's do not give permission.

Guidance for Parents

- Please give your child the space to participate independently and fully whilst you remain in ear and eye shot during the broadcast.
- Parents should ensure that their child is aware of the need to behave in a session delivered by video link in the same way as if they were in school with the member of staff. If a pupil is behaving inappropriately, the teacher will ask them to leave the broadcast.
- Parents should ensure other family members are out of camera shot and do not contribute to the session.

- Parents should be mindful of protecting their own data by ensuring that their invite / calendar / e mail account is closed before allowing their child to use the device.
- Parents should ensure their child is familiar with how the whole process works.
- Parents should ensure that the display name shows the pupil's first name and surname.
- Plug in and close all other tabs: Video-conferencing uses a lot of machine power. It's a good idea to keep devices plugged into the mains power. It's also a good idea to minimise the number of devices online in the house whilst the broadcast is in session.
- Do a practice run: Role-playing is a great way to prepare your child for what's expected in the 'video class' environment. If you have two devices, you can set yourself up on the platform they'll be using, or just use FaceTime and video-chat as if you're leading the class. Pretend you're the teacher and send your child an invite for a meeting.
- Set expectations for how your child should conduct themselves on camera: Face the screen; mute themselves when they're not speaking; unmute yourself when you're ready to talk; turn off the camera if you need to blow your nose etc.
- Just like in school, we might have a drink of water to hand but we wouldn't eat snacks during a lesson, so we won't do this during a broadcast.
- Assemble necessary equipment: Pupils may need earphones, a microphone, and paper and pencils to take notes.
- Consider the background: We ask that pupils don't join broadcasts from their bedrooms as this is a private space. Help them carve out a space where they can have peace and quiet but that doesn't convey too many personal details. Please remember to remain in close proximity to your child during the broadcast.
- Don't take devices into the bathroom: Just as with regular school, pupils should go to the bathroom before class. If there's an emergency, make sure your child knows how to temporarily disable the video and mute themselves and then turn everything back on again.
- Be respectful of others: As in the classroom we expect our pupils to be courteous to the teacher and to others. Impress upon them the fact that this is an unusual time for everyone, and appropriate behaviour should be maintained at all times.

Parent Appointments

Both the teacher and parent/carers should follow all the guidance detailed above that is relevant to such an appointment (in particular backgrounds, dress, appropriate quiet place for the call and safe use of equipment and etiquette).

A link for the meeting will be sent 24 hours in advance of the appointment.

Appointments are only for the parents/carers to attend, not the pupils or any other relatives.

As per normal appointments, neither parties will record the meeting.

The appointment will be 10 minutes long and ended at that time as the teacher may have a follow-on call to make.

The teacher reserves the right to end the call if the conditions as listed above are not adhered to at any time.

In advance we apologise for any technical problems or missed calls. This is new system for all of us and parents must bear in mind that a teacher, for various reasons at short notice, may not be able to host a call. If this happens, we will attempt to re-arrange the appointment as soon as possible.