

Acceptable Use Policy - Live Sessions



Teachers agree to:

- deliver live sessions through Microsoft Teams
- start lessons five to ten minutes before you planned for your lessons to start promptly
- notify the learners of scheduled lessons (through the use of the calendar in Teams) as well as what will be required during that session (documents, presentations etc)
- discuss roles and responsibilities and a short tutorial on the system at the outset of all lessons
- notify the school's senior management team, learners and parents of any cancelled lessons or changes in arrangements
- ensure that recordings of the session are not made public
- ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- prevent a one to one situation at the end of an online class by disconnecting **all** participants from Teams

Learners agree to:

- prepare for the session in plenty of time and ensure you join the session after the session has been started by a member of staff
- access the relevant files for each lesson in advance and have the materials to hand
- ensure your device is powered from the mains and have a good internet connection and that you are not too far from the Wi-Fi router
- choose an appropriate workspace where other family members will not be walking around and disturbing you and explain to your family you are starting a lesson – this should not be in your bedroom
- minimise distractions. Turn off music, tv, phone, Xbox in the background. Don't impact on the experience of the lesson for other pupils
- ensure you have dressed appropriately and treat the lesson as you would in school
- show respect for everyone in the online classroom
- positively contribute to the class and not be disruptive at any time. Use the hands up tool to ensure you don't talk over others
- parents can listen in on lessons, support their pupils but should not ask questions or speak for their child
- any comments or questions should be on the topic being discussed
- any comments or questions which are inappropriate will be removed
- behaviour in an online lesson should be as expected in any lessons and any disruption will be dealt with by the schools' behaviour policy.
- If you disconnect from the call for any reason such as internet or power issues, don't panic, reset and join again
- not make recordings/images of the class or the teacher
- learners agree not to initiate any live sessions without a teacher present

Learner consent

Consent to record live-stream sessions

Please note that Microsoft Teams lessons may be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern.

Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR.

I understand that the Microsoft Teams sessions that I take part in may be recorded.

Learner full name and class

Date

I give consent for live-stream sessions that I participate in to be recorded.

I do not give consent for live-stream sessions that I participate in to be recorded.

Parent/carer consent

Consent to record live-stream sessions

Please note that Microsoft Teams lessons may be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern.

Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR.

I understand that the Microsoft Teams sessions that my child may take part in may be recorded.

Parent/carer full name

Date

I give consent for live-stream sessions that my child participates in to be recorded.

I do not give consent for live-stream sessions that my child participates in to be recorded.

Parent / Carer signature

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