

## **Guidance for staff – Remote Learning – Video Conferencing guidelines**

We recognise that there are a wealth of online services and systems that enable online video and audio. (for example Zoom and Microsoft Teams). It is very important to consider the features you need based on the group and the objectives you have. Without experience of using live video and audio, this may not be the most appropriate approach for you or students.

However, if you do choose to pursue this learning route you will appreciate we must insist on strict protocols being adhered to by staff and students to ensure a professional and appropriate learning environment is maintained.

### **Key considerations:**

**Parents are entitled to ‘opt-out’ of their child being part of a video conferencing ‘lesson’. Consideration of internet security may mean some parents will not want to download the online system you would like to use. Do not disadvantage any student if they are unable to access this resource and only consider using this method if you genuinely feel it will enhance student achievement.**

### **Technology**

- What internet connection speed will be required for everyone to participate?
- Online access within school will have internet filtering systems in place that are unlikely to be replicated in the home environment
- Be careful that staff and students don't incur surprising costs, eg mobile data access charges
- Staff should be mindful to use school provided equipment and not personal devices
- Consider the security of devices, in particular cameras and microphones

### **Location/ Environment**

- If you choose to use live video and audio, please consider the location you use. Make sure you have an appropriate backdrop and ensure you read the protocols for students' use carefully. Most conferencing services enable you to disable users if they are not complying with said protocol.

### **Behaviour**

- Be clear about your expectations ie – a classroom standard of behaviour is expected from all participants (staff and students)

### **Appearance**

- Appropriate dress for staff and students at all times.

### **Recording**

- If the service you use records the conference, make sure everyone is aware of this. It is important to know how long any recordings are kept for and how to access them
- The conference may require the sharing of personal data eg usernames to invite in. We insist you use school-provided email addresses as Data protection laws still apply.
- Any communication involving live video or online live classroom must be recorded and saved

### **Safeguarding**

- Do not have a one on one conference call with a student
- Be reminded of our safeguarding obligations – report any safeguarding incidents or concerns you may have immediately

## **Guidance for Parent/carers and students– Remote Learning – Video Conferencing guidelines**

We recognise that there are a wealth of online services and systems that enable online video and audio.

**However, parents are entitled to ‘opt-out’ of their child being part of a video conferencing ‘lesson’. Consideration of internet security may mean you will not want to download the online system or that you are unhappy with this type of remote learning.**

Teaching staff have been given clear guidance on how to use this method of communication responsibly. If you are happy for your child to take part in a video conferencing call, then please ensure the following protocol is adhered to:

### **Technology**

- Students should seek permission from adults before taking part in a video conference
- Students should seek permission from adults before downloading any online system or App needed for the video conference
- Parents should ensure that they are comfortable with the security of devices and software used for the video conference
- Parents should check that there are no associated costs involved e.g. mobile data access charges etc.

### **Location/Appearance**

- Each student should be positioned in an appropriate location at home (for example not in a bedroom!). The video conferencing is replacing the ‘classroom’ environment so students should be appropriately dressed (for example, not in pyjamas!)

### **Behaviour**

- A classroom standard of behaviour is expected from all participants (staff and students)
- Most conferencing services enable you to disable users, so if your child is not complying with our expectations, the teacher can choose to do this. A verbal warning would be given in the first instance, as it would be in school.

### **Time**

- The video conferencing will only take place during normal school hours (between 9am – 3pm) and this time will be communicated clearly to the students
- There will never be a one to one video conference call

### **Other**

- there must be no editing of any of the videos or images following any lessons, or re-using the resources in any other way than for that which they were intended.

