

## **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.