

St John's Catholic Primary School



Acceptable Use Policy for Live Lessons during the Coronavirus pandemic

Teachers

1. Teachers will host live lessons in the mornings, they will follow a prepared timetable.
2. Teachers will be dressed appropriately and remain professional throughout the video.
3. Teachers will deliver all lessons from the classroom.

Children

1. Teachers will not communicate with children outside the hours of 8.30am to 3.20pm; we do not expect you to be working outside of these hours.
2. Children must be dressed appropriately for the duration of the video lesson.
3. Children must remain on mute until invited to speak.
4. Children should be ready and waiting at the starting time of the lesson – this means, all necessary equipment is prepared.
5. Children are prohibited from recording or capturing/screen grabbing content from the videocall.
6. Children should remain in a public part of their house wherever possible.
7. Devices should not be used in the bathroom or anywhere in the house that parent's do not give permission.

Parents

1. Parents should ensure their child is appropriately dressed for sessions.
2. 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 child is behaving inappropriately, we may suspend their access to TEAMS.
3. Parents should ensure other family members are out of camera shot and do not contribute to the video call.

4. Parents should ensure their child is familiar with how the whole process works. Also, make sure that your child knows their login so that they are ready to go at the appointed time.

Guidance and support for Parents and Carers

Please ensure the children have some privacy.

Log on 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.

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 yourself when you're not speaking; unmute yourself when you're ready to talk; turn off the camera if you need to blow your nose; etc.

Children should behave appropriately when learning by video, just the same as if they were in class.

Assemble necessary equipment: children may need earphones, a microphone, and paper and pencils to take notes.

Choose a neutral background: Broadcasting from the bedroom is a little intimate for a class setting. If they must, help them carve out a space where they can have peace and quiet but that doesn't convey too many personal details.

Do not take devices into the bathroom.

Just as with regular school, children 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 class we expect our children to be courteous to the teacher and to others.

Impress upon the children the fact that this is an unusual time for everyone, and appropriate behaviour should always be maintained.

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