

Online learning and 'Live' Lessons - Parental Consent and Behaviour Agreement

In order to support our work in maintaining continuity of education for our students in the event of school closure (full or part), we will be using Microsoft Teams as a platform to conduct 'live' lessons and share essential learning resources and guidance. It is therefore vital that Microsoft Teams is used appropriately and we ask parents/guardians to be mindful of the following points and to discuss them with their child:

- All audio/video-conferencing will be held solely through Microsoft Teams.
- Each subject will only hold audio/video conferences in accordance with the school's home learning timetable.
- All audio/video conferences will start after 8.30am and end by 4pm.
- Audio/video conferencing will only be held for groups of 2 or more students. If groups are smaller, audio/video conferencing will only be possible if 2 teachers are present.
- It is not appropriate for parents/guardians to take part in live lessons but we ask that parents/carers know when the sessions are being delivered.
- Students should dress appropriately when video conferencing and are encouraged to wear school uniform for timetabled lessons. Clothes suitable for a non-uniform day are appropriate for one-off events / video conferencing
- Video conferencing should not take place in a student's bedroom.
- Please make sure that there are no distracting or offensive materials in the background.
- Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video conferencing. Ideally students should take part in video conferencing somewhere near enough for you to monitor, yet private enough to concentrate on their work.
- Students must enable their microphone as appropriate, but we do not insist students have their video on.
- For safeguarding purposes, all Audio/video conferences will be recorded. This means that they will be accessible later, so that all students have equality of access and opportunity, should they not be able to access the lesson/conference live. Recording all audio/video conferences protects everyone.
- Participants will be made aware that the audio/video conference is being recorded and that the recording will only be stored on our internal systems. Any pre-recorded or live conferences will be held within the Trust network and will not be posted on social media.
- Nova Education Trust has ensured that online learning tools used during the COVID-19 pandemic are in line with data protection and GDPR policies.
- Students/parents/guardians, should not take photos, screenshots, record any video, or audio, from these conference sessions. If this does happen the school will follow its behaviour policy.
- The same rules of conduct and behaviour will apply as in the classroom and students should be polite and respectful at all times.
- Students will only be able to join a Teams 'meeting' (live lesson) once a member of staff has started the meeting
- Any breaches of the points above may result in students being immediately removed from the audio/video-conference, banned from all future audio/video-conferencing and further sanctions in alignment to the school's behaviour policy.

Students will only be allowed to take part in video conferencing if the consent form and behaviour agreement below has been completed and returned to your child's Form Tutor by Wednesday 14 October at the latest.

If you have questions or concerns about your child's use of online tools, please contact us.

Student name: _____

Tutor Group: _____

I hereby consent to my son/daughter participating in audio/video conferencing and agree to the expectations outlined above.

Parent Signature: _____ **Print Name:** _____ **Date:** _____