



## **Soho Parish Acceptable Use Policy for Live Lessons during the Coronavirus pandemic**

### **Teachers**

1. Teachers will host live lessons where and when they find this will enhance the learning experience for the children.
2. Teachers will use the link in their google classroom for all lessons. This is a secure link, which can only be accessed by the teachers and pupils listed in the classroom, once they have logged into their secure Gsuite account.
3. Teachers will be dressed appropriately and remain professional throughout the video.
4. Teachers will ensure no other family members are in view of the camera.
5. Teachers will ensure they conduct all videoing with a plain background.
6. Teachers will not communicate with children outside the hours of 8.50am to 3.00pm.
7. All videos will be recorded for safeguarding purposes. These are stored automatically on the school's google account.
8. No video lessons will be one-to-one without prior arrangement and approval by SLT. If only one student turns up for the meeting, you can send a message on google classroom as a reminder. If no one else arrives after the reminder, end the video.
9. Teachers will support pupils with hearing impairment by offering closed captions and explaining to pupils how to access these. Teachers will position the camera at a distance to allow lip reading, should this be applicable to pupils in their class. It is best practice for all pupils, so should be ensured where possible, unless the camera needs to be positioned to avoid filming other children or to take in a large scale project, such as a demonstration or artwork.
10. Teachers will take account of any other disabilities in preparing live lessons, including but not limited to visual impairment, epilepsy and autism. Support should be sought from the SENCo where needed.
10. Teachers will avoid filming other children in live lessons or using names, unless parent permission has been given for this express purpose.

### **Children**

1. Teachers will not communicate with children outside the hours of 8.50am to 3.00pm; 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 work out ready, with writing equipment ready, to receive the call via Google Meet.
5. Children are prohibited from recording or capturing/screen grabbing content from the video call.
6. Children will only use the chat function to ask the teacher a question, if enabled.
6. Children should remain in a public part of their house wherever possible. If they are working in a separate room, this must be agreed with the teacher beforehand, taking into account the age and maturity of the pupil.
7. Children may have their school Google Accounts suspended temporarily if they behave inappropriately.

## **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 student is behaving inappropriately, we may suspend their school google account temporarily.
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**

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. Look at google classroom in advance to determine whether children need anything extra for their online sessions.

Choose a neutral background, either against a plain wall or using the technology for a background.

Don't 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 them the fact that this is an unusual time for everyone, and appropriate behaviour should be maintained at all times.