



## Clifford Holroyde Specialist SEN College

|           |   |
|-----------|---|
| Subject:  | <b>Video Conferencing – Acceptable Use Guidance</b> |
| Approved: | April 2020  |

Video conferencing has been identified as an additional way of delivering virtual learning during this period of enforced school closure. The schools are providing these lessons to ensure teaching and learning can continue but for many this is a new experience and everyone involved in video conferencing must remember that the usual school protocols still apply. We are providing this guidance to ensure that participants are clear about the expectations on them.

### **Parents:**

- Parental approval must be given before students may participate in online video conferences.
- If your child is taking part in a 1:1 video conferencing lesson, you will receive an email from the teacher (at least 24 hours in advance) which will include the date and time date of the lesson. Please reply to the email as you will need to confirm to the teacher that supervision will be provided at that time.
- Video lessons may be recorded and used subsequently with students who missed the initial session.
- Please identify a suitable location for your child to use for the video lesson for example a living room or dining area. Bedrooms should not be used.
- Parents should ensure that as far as possible distractions are removed and there is quiet.
- Parents should make every effort to support lessons delivered in this way by ensuring their child is suitable dressed, prepared and ready to learn.
- Parents should familiarise themselves with the expectations on pupils set down in this guidance and ensure their child adheres to them.
- Parents are responsible for ensuring that the privacy of other family members is maintained during video sessions.
- Remember, lessons delivered online are still lessons and pupils are expected to present themselves and behave appropriately. High
-



## Clifford Holroyde Specialist SEN College

standards of behaviour are expected for online learning sessions just as they are in the classroom.

### Teachers:

- Teachers will ensure that only students who have received parental approval participate in online video conferences.
- Teachers conducting 1:1 lessons should email the parents of the respective student to inform them of when the session will take place. This should be done at least 24 hours prior to the lesson and parents should acknowledge the confirmation.
- Teachers will only use school approved video conferencing platform TEAMS Microsoft Office 365 app.
- Teachers will only use these applications TEAMS with their school provided email.
- Teachers will *contact parents and students through School email only*
- Teachers will inform respective Head of Department or Academic Leadership Team staff of the regular scheduled online meetings.
- If conducting an instructional video session, teachers should use the 'record' option, so that absent students can view the video content, at a later date. (*\* If possible on TEAMS* )
- Teachers will keep a record of each Meet online (Date, time, length, attendees, topics).
- Online Meets will be kept to a reasonable time period, as devices and Internet may be in high demand at home. (e.g. lesson length)
- Teachers will ensure students join the Meet with camera and microphones muted on entry.
- Teachers will ensure students abide by the School's Internet Acceptable Usage Policy at all times.
- Teachers must conduct sessions in a professional manner, including being suitably attired during online sessions and ensuring they are broadcast from an appropriate location.
- Where possible, video cameras should be used against a neutral background, with the light source directed towards the instructor's face.
- It is recommended teachers wear audio headsets, if possible (to limit audio interruptions during conferencing sessions).



## Clifford Holroyde Specialist SEN College

- At the end of a session the teacher must advise all students to leave the session and when all students have left the Meet, the teacher can then end the video conferencing session and terminate the meeting.

### **Student:**

- Treat your video conference as you would a lesson. Be on time and be prepared.
- Use the bathroom and eat before (not during) your session.
- Be ready to learn and make sure you have class resources, pen/paper (or a musical instrument etc) at hand.
- Make sure you are in a suitable location; your device is charged (or plugged in) and that you are suitably dressed prior to the beginning of each scheduled video conference.
- Keep your device on a secure surface, such as a table.
- Check your camera and microphone are working prior to the start of the meeting.
- If possible, you should wear a headset (ideally with a microphone) but this isn't essential.
- Remember to behave as you would in school and abide by the schools Internet Acceptable Usage Policy during sessions.
- Chat functions should be used to ask questions and to answer teacher questions.
- Please use chat functions responsibly and as directed by the teacher.
- Raise your hand, if you have a question and use hand gestures to show understanding such as thumbs up or touching your ear for audio issues.
  
- Listen, focus on the lesson and learn.
- Avoid distractions such as your mobile phone etc.
- Respect your teacher, your fellow learners and yourself by doing your best just as you would in class.
- Remember your school are putting these lessons on for your benefit but not everyone who tries to contact you online has your interests at heart. If you have any worries or concerns about something that has happened to you online please speak to your parents **or contact us at school.**