



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 scholars.
2. Teachers will send the invite to scholars for the live lesson the morning of the scheduled lesson. Scholars will receive an email invitation.
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 scholars outside the hours of 8.30am to 3.40pm.
7. All videos will be recorded for safeguarding purposes.
8. The recordings of lessons are stored automatically on the school's cloud account (Microsoft Streams) and may be shared with the wider class at a later date.
9. No video lessons will be one-to-one without prior agreement with the SLT.
10. CMA staff completing 1:1 work with scholars should be based in school. This will not always be possible for e.g. Music tutors, but all other procedures outline must be followed.

Scholars

1. Teachers will not communicate with scholars outside the hours of 8.30am to 3.40pm.
2. Scholars must be dressed appropriately for the duration of the video lesson, e.g. fully clothed, no pyjamas, no offensive slogans on clothing.
3. Scholars must remain on mute until invited to speak.
4. Scholars should be ready and waiting at the starting time of the lesson – this means your work and writing equipment is out ready and you join the lesson on Microsoft Teams before the start of the lesson.
5. Scholars are prohibited from recording, capturing/screen grabbing content from the video call or taking photos.
6. Scholars 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 without your parents' permission.
8. Scholar accounts will be monitored for any misuse.
9. Scholars may have their school 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 scholar is behaving inappropriately, we may suspend their school 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.
5. For 1:1 sessions, parents need to give consent and also receive a copy of the Acceptable Use Policy.



Guidance and support for Parents and Carers

Video-conferencing uses a lot of 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.

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

Assemble necessary equipment: scholars may need earphones and their usual equipment and exercise books.

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.

Don't take devices into the bathroom: just as with regular school, scholars 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 scholars 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.