



Meadowside
Primary School

Growing at Meadowside Primary School

REMOTE LEARNING AND 'VIDEO' SESSIONS

Acceptable Use policy for Parents/Carers and Pupils

EQUALITY DUTY

At Meadowside Primary School we want everyone to reach their full potential and to ensure that all members of our community are treated fairly in all situations.

The Equality Act provides us with a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people

Remote Learning and 'Video' Sessions – Acceptable Use Guidance

Remote learning and 'video' teaching (in this document referred to as 'video sessions' or 'live sessions') have been identified as an additional way of delivering virtual learning (with a child) during this Lock down Period. Meadowside Primary School are providing video sessions to ensure teaching and learning can continue and phone calls can be made to check on pupils' welfare but, for many, this is a new experience and **everyone involved in video sessions must remember that the usual school protocol still apply.** We are providing this guidance to ensure that participants are clear about the expectations on them.

- It is a requirement that children are able to log on to answer the register via Google Meets/Classroom.
- No additional technology is to be used during live lessons, unless specifically requested by the teacher.
- Microphones are to be turned off after registration, unless specifically requested by the teacher.
- Cameras are to be switched on.
- Screenshots or recordings are **NOT** to be taken.

Parents / Carers:

- Parents/Carers are required to telephone the school office to report absence if children are unable to participate due to illness.
- Any technical issues should be reported to year group email addresses or the school office.
- Parent/Carers should ensure children are dressed appropriately during video sessions. This does not need to be school uniform.
- Parents/Carers should ensure children are provided with a reasonably quiet environment to work in.
- Parents /Carers should ensure that, as far as possible, distractions are removed, including pets and siblings.
- Parents /Carers are responsible for ensuring that the privacy of other family members is maintained during live sessions.

- Parents /Carers must not record or share the live or video sessions, nor comment on public forums (such as Facebook, Twitter etc.) about individual teachers, the school or our pupils.
- Parents/Carers may be required to provide supervision or support where necessary.
- Communications between parent/carer and teacher, where necessary, should take place via email, not during a video session.
- Lessons delivered 'live' are still lessons and pupils are expected to present themselves and behave appropriately. High standards of behaviour are expected for live sessions, just as they are in the classroom.
- Parents / carers should be aware that the school **may** record lessons for future use such as assessment or safeguarding purposes.

Pupils:

- Treat your live sessions as you would any other lesson. Be on time and be prepared.
- If it is to be a lesson, be ready to learn and make sure you have resources (pen / pencil / ruler / exercise book/ paper 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 session.
- Check your camera and microphone are working, prior to the start of the session.
- Remember to behave as you would in school and abide by the school's Acceptable Usage Policy and the school's Behavior Policy.
- 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.
- **Do not** record or take photos of your classmates or teachers during a session.
- Listen, focus on the lesson and learn.
- Avoid distractions such as electronic devices, pets or siblings.
- Mobile phones should not be used during the session.
- Respect your teacher, your fellow learners and yourself by doing your best, just as you would in class.
- These rules are designed to help keep you safe and, if they are not followed your parent/carer will be contacted.

When conducting 'live' video sessions, Class Teachers will not be available for technical support.

Please use the year group email or office email for support.

Due to the volume of live video sessions and in school teaching taking place, teachers will endeavour to respond to emails within 1 working school day.

Chair of Governors:	Angela Pratt	Signed:
Chair of Committee:	Janet Goodliffe	
Committee responsible:	Quality of Education	
Staff Responsible:	Chloe Caswell	
Date reviewed:	January 2021	
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