

# Shoreham Academy Acceptable Use Policy for Live Lessons

## Teachers

1. Teachers will host live lessons where and when they find this will enhance the learning experience for the students.
2. Teachers will send the invite to students for the live lesson in advance of the scheduled Lesson.
3. Teachers will be dressed appropriately and remain professional throughout the video.
4. If teaching from home teachers will ensure no other family members are on view of the camera.
5. Teachers will ensure they conduct all videoing with a plain/neutral or blurred background.
6. Teachers will not communicate with students outside the hours of 8.30am to 3.45pm.
7. Some lessons or parts of lessons may be recorded for safeguarding or learning purposes. These are stored automatically on the academy's MS Teams areas.
8. No video lessons will be one-to-one without prior arrangement and approval by SLT.
9. Teachers will use the lobby function and admit the students when they are ready. (Lower School)
10. At start of each lesson teachers may disable cameras and mute student mics.
11. The teacher will decide if the 'chat' function of MS Teams will be permitted for that session.
12. The teacher will setup themselves as the only presenter for lower school lessons and allow students to present as appropriate.

## Students

1. Teachers will not communicate live with students on MS Teams outside the hours of 8.30am to 3.45pm; we do not expect students to be in live sessions outside of these hours.
2. Students must be dressed appropriately for the duration of the video lesson.
3. Students must remain on mute until invited to speak.
4. Students should be ready and waiting at the starting time of the lesson – this means work out ready, with writing equipment ready, to receive/join the call via MS Teams.
5. Students will respond to any register being taken by the teacher. Electronic registers of attendees may also be used.
6. Students are prohibited from recording or capturing/screen grabbing content from the video call/MS Teams lesson. This would be considered a serious breach of ICT use policies and would be followed up under the behaviour and ESafety policies. Any resources used will be shared with students by the teachers.
7. Students should remain in a public part of their house wherever possible.
8. Devices should not be used in the bathroom or anywhere in the house your parents and carers do not give permission.
9. Students may have their school MS Teams or network accounts suspended temporarily if they behave inappropriately.
10. Students should respond to requests to contribute either verbally or via chat or hands up functions.
11. Students should wait in the lobby until they are admitted by the teacher.
12. Students should behave appropriately when learning by video, just the same as if they were in class.
13. Students must leave a Meeting when instructed to do so

14. Staff may record some lessons or key parts of them and share videos of them in Teams where appropriate.

## 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.
3. If a student is behaving inappropriately, we may suspend their school network account temporarily.
4. Parents should ensure other family members are out of camera shot and do not contribute to the video call.
5. 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

Please let them have some privacy. They need to be able to participate without worrying about you overhearing them, so let them set up in a location that gives them some latitude.

Plug in and close all other tabs: Video-conferencing uses a lot of machine power. It's a good idea to keep devices plugged into the mains power.

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. Video may not be used in all lessons.

Don't take devices into the bathroom: Just as with regular school, students 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 students 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.

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Shoreham Academy