



ONLINE LEARNING PROTOCOLS AND ETIQUETTE

By following the link to the live lesson on Zoom or Microsoft Teams:

- I agree to my child/ren taking part in live online sessions, following rules and etiquette outlined below.
- I confirm that I have discussed the protocols with my child/ren and that they understand each protocol.

These protocols also need to be followed when accessing recorded content particularly Taking photographs, screenshots or recording of the live or prerecorded sessions is not permitted.

	STAFF	PARENTS	PUPILS
BEFORE THE LIVE SESSION	<ul style="list-style-type: none">• Share a clear timetable for live online sessions• Links to live online sessions through Zoom or Microsoft Teams will be shared via Tapestry and Seesaw or on Teams.• Pupils will be made aware which member of staff will lead the session if appropriate• Ensure the environment is suitable in the background of the session.	<ul style="list-style-type: none">• Online sessions will take place via Microsoft Teams and Zoom.• Teams – When launched each child will be provided with an individual username and password. Parents should ensure this is kept secure and not shared.• Familiarise yourself with Zoom and Teams and learn how to blur the background and mute when needed.• Find a suitable space in which child can learn and that no private/identifiable information is in view. Sessions shouldn't take place in a bedroom.• Only allow children to enter a zoom meeting that is set up with a code and password or invite from Teams.• Discuss with your child that they are not to share any personal information.• Ensure any zoom invites are from an	<ul style="list-style-type: none">• Have paper/ books and any writing equipment ready.• Use first name only on the screen. Don't use nicknames• Get dressed before online live session. School standard set of clothes is not expected.• Make sure you know the codes and the way to join your online session <p>GET READY</p> <ul style="list-style-type: none">• This is a learning session so please concentrate and be respectful as you would be in school.• Be responsible for your behaviour and actions on the live sessions.• Be prepared to wait for your turn to share ideas.• Taking photographs, screenshots or recording of the live or pre recorded sessions is not permitted.



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		<p>official email address.</p> <ul style="list-style-type: none">• Ensure that you/you child does not record sessions or take screen shots or grabs or share any of the above on social media.• Provide your child with resources that are needed in the session	
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DURING THE LIVE SESSION

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| <ul style="list-style-type: none">• Staff will reinforce expectation for behaviour that they would in the physical classroom in line with our behaviour policy• In the online session staff might model learning and direct children to independent activities and tasks.• All online meetings will be recorded by school for safeguarding reasons and the Head Teacher will have access to all sessions. If the session goes smoothly the recording doesn't need saving.• Staff will close the session down at the end so that there aren't any pupils left unattended. | <ul style="list-style-type: none">• Support the school behaviour policy and respect decisions made to remove my child from a live online lesson if rules aren't adhered to. This removal could result in the offer of online sessions being revoked• An adult should be present in the room while the session takes place. (They do not need to be in view of the screen).• Staff, children (and parents in the background) must wear suitable clothing.• Language must be professional and appropriate, including of family members in the background.• Any complaints or concerns shared by parents or pupils should be reported using the schools complaints procedure. Any safeguarding concerns, refer immediately to the Headteacher or Deputy Headteacher. | <ul style="list-style-type: none">• At the beginning of the sessions a few minutes may be given to say hello to friends, but pupils must go on mute when asked so that the session can begin• Chat function may be disabled unless being used by the teacher for answers. Do not use the chat unless asked to do so.• Blur your background if requested by teacher during lesson time. No fancy backgrounds and please don't use the filters – this can be distracting for others• Communicate politely, treating others with kindness and respect, just as expected in the classroom• Follow instructions given by members of staff.• If you come across anything that upsets you when I working online, report this to a grown up immediately or message your teacher via Tapestry or Seesaw. |
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