



Live Streaming of Lessons Guidance

It is vital that Microsoft Teams is used appropriately and we ask parent/guardians to be mindful of the following points and discuss them with your child:

- All live streaming lessons will be held solely through Microsoft Teams.
- **All live streaming lessons will be recorded. This means that they will be accessible later, so that all students have equality of access and opportunity, should they not be able to access the lesson live. Recording all live streaming lessons protects everyone.**
- All live streaming lessons will start after 8.30 am and end before 3.00 pm.
- Teachers will send invitations to lessons to their students via MS Outlook before 8:30 am of the day of that lesson. **These invitations must not be forwarded to other parties.**
- Live streaming lessons will only be held for groups of 2 or more students for safeguarding reasons.
- It is not appropriate for parents/guardians to take part in live streaming lessons but we ask that parents/carers know when the sessions are being delivered.
- Students should dress appropriately. Students should not wear sleepwear or revealing clothes. Clothes suitable for a non-school uniform day are appropriate for video conferencing.
- Video conferencing should not take place in a student's bedroom.
- Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video lessons. Ideally students should take part in the online lesson somewhere near enough for you to monitor, yet private enough to concentrate on their work.
- **Students must only enable their microphone when asked to do so by a teacher, but we do insist students do not share their video feed.** Teachers will also control this and switch it off as a precaution.
- Students may signal a need for help or to ask/answer a question by using the 'raise your hand' function in MS Teams.
- Participants will be made aware that the lesson is being recorded and that the recording will only be stored on our internal systems. Any pre-recorded or live lessons will be held within the Trust network and will not be posted on social media.
- Toot Hill School has ensured that online learning tools used during the COVID-19 pandemic are in line with data protection and GDPR policies.
- Students/parents/guardians, should not take photos, screenshots, record any video, or audio, from these conference sessions. If this does happen the school will follow its behaviour code of conduct.
- The same rules of conduct and behaviour will apply as apply in the classroom. Students should be polite and respectful at all times.
- Any breaches of the points above may result in students being immediately removed from the live streaming lesson, banned from all future live streaming lessons and further sanctions applied in alignment with the school's behaviour policy.

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