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EXPECTATIONS FOR PUPILS WHEN ACCESSING VIRTUAL ONLINE LESSONS

Dear parents and carers,

Thank you for supporting your child to access online lessons virtually. There are a few ways that you could help us to ensure virtual lessons run smoothly and safely.

Key things to remember before and during meetings:

- Please download and test your device before the lesson to make sure everything is working.
- Make sure that the sound on the device is working and the volume is set at a suitable level.
- The camera will need to be turned on and the sound unmuted. Teachers will give an instruction to mute the microphone if they want children to listen for a longer time. This is to avoid background noises, including household conversations.
- Pupils should listen carefully to the instruction given by their teacher at all times and ensure they follow usual behaviour expectations.
- Please make sure that children come to the meeting suitably dressed (not in their pyjama's, for example).
- Try to make sure please that family members are not 'in' the lesson too. You can be within earshot but not visible, and it would help if family pets and other children are not 'in' the lesson too as this can be distracting!
- Children should not use the lesson link for any other activity than the lesson set.
- Always 'rename' your device so that it has your child's name on. This way, the teacher knows who they are letting into the meeting.

It is very important that children and family members NEVER screenshot or record the virtual lessons. We prefer to allow pupils to have their camera turned on throughout the lesson as this protects everyone more, plus it means that children have that sense of 'community' and are able to see their friends. As long as no one screenshots or records the zoom, the lesson remains a closed and safe space to all. **We would take any breach of this guidance extremely seriously, and if we find that pupils or families have screenshot, taken a photo of the screen or recorded the lessons and posted on social media, we will suspend all virtual lessons for the class, contact you immediately and conduct a risk assessment, the outcome of which could mean that your child could potentially be removed from all future participation in virtual lessons.** We appreciate your support as parents with this important safety measure.

At the end of this letter, we have included our online/ virtual education policy guidance for your information. Thank you for supporting us to enable all children in our school to enjoy live lessons from home and to keep safe while doing so.

Yours sincerely,

Mrs Z Norris
Headteacher

West Melton Online and Virtual Education Guidance

Introduction

This guidance seeks to:

- Ensure a high-quality learning experience for Online Education/Virtual Learning
- Make clear the responsibilities of all parties involved and the delivery of the lessons; and
- Safeguard all parties involved

Protocol

Safeguarding:

Location of online video lessons

The location in which both pupils and teachers take part in the online lesson should be in an appropriate room, and within earshot of a parent or carer. This will ensure the student can raise any concerns, whether practical or related to safeguarding.

Whilst space in houses may be limited, and may be shared with others, the teacher will work with the parents to make sure that whatever space is available to use is neutral, safe, and conducive to learning, does not reveal any personal information, and does not present a safeguarding risk.

In order to prevent inappropriate content being shown to others via the webcam, the background shown should ideally be neutral, and not create a risk of offensive or age-inappropriate content being displayed. For example, there should not be a TV or screen switched on, or posters that may cause offence.

Teaching space should not reveal any details about the teacher's personal life. Care should be taken to remove anything that would not be appropriate in a face-to-face lesson either, for example, personal items, laundry drying, or anything that may distract students.

Professional Behaviour and Dress

As lessons will happen in an informal home environment, it is important that both teachers and students follow the same behaviour as they would in a school environment. This will help minimise any safeguarding risks.

We advise:

- Having a parent or carer within earshot of the student taking part in the online lesson
- Appropriate dress- both staff and students should wear clothing that would normally be worn in public
- All pupils must follow the teacher's instructions as students would ordinarily in the classroom environment
- Not taking phone calls, messaging others, or using devices that are not requested by the teacher for learning
- Not having other browsers or apps open during the online lesson to reduce the risk of inappropriate content being displayed.

Reporting of concerns by a Child

Any concerns will be addressed to the school's Designated Safeguarding Lead (Mrs McConnell) and procedure followed as per safeguarding policy (also on the school's website).

Communication and Data Protection:

Our Online Education and Distance Learning programmes will be delivered through the Google Meet that is free and accessible to all of our pupils.

As part of this offer, there are a number of principles in place to support safe learning programmes, and these are outlined below.

Screen sharing and file sharing:

Google MEET allows teachers to show their full screen or a chosen window, including teaching resources or websites. Teachers need to make sure they do not inadvertently display:

- Personal information - e.g., having a social media website open, which may reveal personal information
- Inappropriate content - e.g., photos, text, apps or websites that may display content unsuitable for children

For this reason, teachers should have a "clean" screen and desktop.

Taking screenshots, recording video of sessions and screen sharing:

Students will be instructed not to make any video recordings or screenshots of sessions. If teachers see that videos or screenshots are being made by the pupil, they will turn off the video immediately and remove the child from the lesson. The parent will be contacted by the school with a request for the recording or screenshot to be deleted and a risk assessment carried out. Any breach of this aspect of the policy could result in the child being removed from future virtual lessons.

Parental involvement and Expectations:

Having the support of a parent/carer in setting up the lesson is often needed, as the invitations will be sent to a parent through class dojo or by text. We ask that parents/carers be within earshot as this is important for safety as well as for practical help. Parents/carers are asked to be present at the start and finish of lessons wherever this is possible, and particularly for younger children. The level of involvement of the adult during the lesson will depend on the age of the student. Younger children may need a person in the room to help keep them focused and safe, particularly if it is a new activity. Too much parental involvement can also be distracting or cause shyness with older students. In general, it is recommended that after the first few lessons, the parent/carer be within earshot but not "in the lesson" wherever possible.