



The Live Streaming of Learning Protocols

Terms and Conditions

1. Roles and Responsibilities:

1.1. School/Teacher

The teacher is the deliverer of content with responsibility for planning, teaching and assessment which will be fulfilled to a high quality (full details below)

1.2. Parent

The role of the parent can be taken by any adult within the bubble/household (full expectations below)

1.3. Pupil

Pupils are the participant in learning (full expectations below)

2. Data protection

2.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- View any data from secure servers in the Google drive
- View data on school devices rather than their own personal devices.

2.2 Processing personal data

- Pupils will be provided with a school email address if necessary to avoid any issues regarding GDPR, there will be no expectation for parents/carers or learners to provide their own email addresses for use.
- However, staff are reminded to collect and/or share as little personal data as possible online.
- **Staff must inform parents and pupils at the beginning of every LIVE streaming session that the session is to be recorded.** Storage of these videos will be on the Google drive.
- The reasons for recording so that school leaders can randomly sample recorded lessons in order to safeguard pupils and staff and to ensure that policies are being followed.

2.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices and access to services remain secure. This includes, but is not limited to:

- Keeping the device password-protected - *Recommended: strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)*
- Ensuring the hard drive is encrypted - this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device if a device is stolen, or system corrupted or accessed by unauthorised 3rd party, the staff member should know who to report this to (Data Protection Officer - Mrs W Harvey/Mrs S Pick, Headteacher, technical support, school leadership)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date - always install the latest updates
- In accordance with its E-Safety Policy the school will deal with e-safety incidents in accordance with the procedures outlined in both the policy. We will, where known, inform parents of incidents of inappropriate e-safety behaviour that take place out of school.

3. Safeguarding

All aspects of our Child Protection and Safeguarding Policy 2020 are fully adhered to at all times and in all context, including that of Live Lesson Streaming.

- Any allegations against online tutors will be managed in line with all other complaints and allegations
- All sessions we be recorded and kept on the Google drive as a central record for future access if necessary
- For those pupils for whom it is not suitable for using a camera (e.g. Looked after children in care, poor self-esteem, other child protection issues, poor home connectivity and low bandwidth) reminders will be given prior to recording
- 1:1 live calls will not be permitted.
- Any live lessons will be scheduled and the timetable available for school management team.
- **It is prohibited for pupils to take screenshots and recordings of live lessons**

4. Overview

Overview: During any online lessons or video calls an adult should ensure that;

- Pupils are in either their dining room, living room or kitchen and not their bedroom.
- Pupils are dressed and ready (not in pyjamas).

Parents

We encourage all parents to:

- **Take an active interest in their child's learning** (As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need help).
- **Monitor their child's communication and online activity** (It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer).
- **Establish a daily schedule and routine** (Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use timetable/schedule that schools have sent home to help children keep on top of their daily learning). **Wherever possible** completed work should be posted on Seesaw between 8am-5.30pm. If it is posted later, teachers may not respond to it until the next working day.
- **Ensure their child's learning device is in a public space in the home** (It's important to consider where your PC/laptop/tablet is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate).
- **Ensure their child only uses official school communication channels** (It's important that all communication with teachers and school staff is directed through approved school channels; Seesaw).
- **Maintain feedback with teachers** (Engage in communication with teachers where possible and try to feedback progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate).
- **Encourage screen breaks away from devices** (Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get regular fresh air/exercise).
- **Monitor their child's wellbeing and mental health** (Remote learning is likely to mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their

wellbeing and try to encourage them to take daily exercise within lockdown measures. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

5. Pupils

Pupils are expected to:

- **Pupils do not record or take pictures of their teacher or classmates during online sessions.** (Remember about staying safe online - keeping yourself, classmates and teachers safe).
- **Treat remote learning the same as classroom learning** (Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behaviour and conduct. Focus on learning and don't get distracted by your surroundings).
- **Take regular screen breaks** (Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices).
- **Only communicate through approved school portals and platforms** (It's important that you send messages and any pictures or images required for class through approved school channels: Seesaw. This will help to keep your personal information safe and secure).
- **Don't use Seesaw to discuss personal matters** (It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links that aren't associated with your learning).
- **Use classroom language** (If you are encouraged to communicate through emails and online messages, don't use text speak. Write as you would speak in class. Remember to be respectful and polite and avoid posting negative comments).
- **Always conduct video learning in an open space at home** (To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate).
- **Not share passwords or other sensitive information** (In order to begin your online lessons or to gain access to learning materials, you may be provided with a link, login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others).
- **Look after their mental health and wellbeing** (Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss

how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help improve your mindset.

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