



Acceptable Use Policy for Live Lessons during the Coronavirus pandemic

The Mead Educational Trust and its Academies have adopted Microsoft Teams as a platform to provide live stream of lessons and webinars; through video calls, messaging, files collaboration and homework submission. Each academy may make use of Microsoft Teams in a different way to one another, however guides for both pupils and staff can be viewed through the below links and on the “Home Learning” tabs on each academy websites. Additional resources and information may be provided by the individual academy on how they wish to utilise Microsoft Teams.



O365 Teams - Quick
Start Guide



PLACEHOLDER -
O365 Teams - Pupil/



PLACEHOLDER -
O365 Teams - Teach

Additionally, information about online safety can be found within each academies Online Safety Policy which can be found here: <https://www.rowlatts-tmet.uk/wp-content/uploads/2020/03/TMET-Online-Safety-Policy-v2.pdf>

Microsoft have a useful support website with guides on how to use Microsoft Teams, which can be found here: <https://support.office.com/en-us/teams>

Staff

1. Staff will host live lessons where and when they find this will enhance the learning experience for the pupils of Rowlatts Mead.
2. Staff will send the invite to the pupils for the live lesson the morning of the scheduled lesson. Pupils will receive a message in Weduc and will find their lesson links within the Microsoft Teams Classrooms Group.
3. Staff will be dressed appropriately and remain professional throughout the video.
4. Staff will ensure no other family members are on view of the camera.
5. Staff will ensure they conduct all videoing with a plain background.
6. Staff will not communicate with pupils outside the hours of 8.50am to 3.00pm.
7. All videos **must** be recorded for safeguarding purposes.
8. The recording of lessons will be stored automatically on the school's cloud account (Microsoft Streams) and may be shared with the wider class at a later date.
9. No video lessons will be one-to-one without prior agreement with the SLT.

Pupils

1. Staff will not communicate with pupils outside the hours of 8.50am to 3.00pm; we do not expect you to be working outside of these hours.
2. Pupils must be dressed appropriately for the duration of the video lesson.
3. Pupils must remain on mute until invited to speak.
4. Pupils should be ready and waiting at the starting time of the lesson – this means work out ready, with writing equipment ready and join the lesson on Microsoft Teams.
5. Pupils are prohibited from recording, capturing/screen grabbing content from the video call or taking photos.
6. Pupils should remain in a public part of their house wherever possible.



7. Devices should not be used in the bathroom or anywhere in the house your parent's do not give permission.
8. Pupil accounts will be monitored for any misuse.
9. Pupils may have their school accounts suspended temporarily if they behave inappropriately.

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. If a pupil is behaving inappropriately, parents will be informed and action taken if deemed appropriate.
3. Parents should ensure other family members are out of camera shot and do not contribute to the video call – discussion should be between member of staff and pupils.
4. Parents should ensure their child is familiar with how the whole process works. We do recommend that an adult is present nearby to assist login as well as any other support that may be needed during the live lesson.

Guidance and support for Parents and Carers

Video-conferencing uses a lot of power, it's a good idea to keep devices plugged into the mains power.

Do a practice run: Role-playing is a great way to prepare your child for what's expected in the video class environment. If you have two devices, you can set yourself up on the platform they'll be using, or just use FaceTime and video-chat as if you're leading the class. Pretend you're the teacher and send your child an invite for a meeting.

Set expectations for how your child should conduct themselves on camera: Face the screen; mute yourself when you're not speaking; unmute yourself when you're ready to talk; turn off the camera if you need to blow your nose; etc.

Pupils should behave appropriately when learning by video, just the same as if they were in class.

Assemble necessary equipment: Pupils may need earphones, a microphone, and paper and pencils to take notes.

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.

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