



South Gosforth First School

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Acceptable Use of Information Technology

Live Remote Teaching – Policy Addendum

February 2021

Specifically for delivering and accessing online lessons during school closures or isolation periods

All online activity will be conducted to the same safeguarding standards and behaviour expectations as you would see in the classroom at South Gosforth First School.

Lesson should be hosted by the teacher in a safe, secure and controlled online environment or in the classroom, using the video conferencing facility in Zoom (uploaded to Learning Platforms - Seesaw and Tapestry).

If a teacher enables the video function then their head and shoulders are visible, as are the pupil's head and shoulders. This guidance covers what needs to be considered to ensure staff and children are protected during this process.

In live sessions once the welcome section has been completed the video will consist of only the Teacher (and Teaching Assistant if appropriate) and the teaching materials required. The children in school will be behind the camera and will not appear on the recording. Voices may be heard and only first names will be used.



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Virtual Live Lessons – Parent and Families Protocols

If I access live lessons for my child(ren) via the 'Zoom' application, I am agreeing to abide by the following procedures and protocols:

- If I access virtual live lessons, I will ensure that my child is logged on at the beginning of the session at the agreed time set by the teacher.
- I agree to only access live lessons for my child / children's classes and will not take part in any other lessons which aren't assigned to my child.
- If I am unable to access live lessons at the time specified, I will endeavour to access the recorded video of the session for my child later on the same day via 'Tapestry' or 'Seesaw' if I can.
- If my child has accessed a virtual live lesson, I will endeavour for my child to upload their independent work within the time specified by the teacher.
- I understand that there will be no videos of children who are learning in school on any live teaching videos. Linked to this, after the initial welcome and introduction to the lesson, all participants accessing the virtual live lesson from home, must mute their microphones and hide their screen. All communication from this point between school and pupils at home will take place through the chat function. This means that the only person on the live lesson video will be the teacher.
- I understand that I must change the name as it appears on the 'Zoom' application to my child's first name and first initial (eg, Sarah F) otherwise the class teacher will not enable us to access the live session. Teachers will not allow access to any names which they do not know.
- I understand that children accessing live lessons from home must remain on mute, unless they have been given specific permission to share responses verbally by the teacher.
- I understand that if my child is accessing a virtual live lesson and they have a question or query or require support, they will share this using the 'chat' function on the 'Zoom' application, unless they have been given specific permission by the teacher to unmute themselves.
- I understand that children must be appropriately dressed when accessing virtual live lessons.
- I understand that children must be in a quiet, appropriate space to access virtual live lessons from home (eg, not in a bedroom or near a bathroom). Children must also remain still and in one place when accessing the live lesson and must not walk around the house.
- I understand that children must behave respectfully and in line with our restorative approach to positive behaviour when accessing live lessons at home. I understand that if my



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child is behaving disruptively during the live lesson, the class teacher may withhold the right to switch off their camera, or remove them from the lesson.

- I understand that if there is an issue at home during the virtual live lesson, which may distract others or pose a safeguarding risk, then I will leave the session.
- I understand that if a child is accessing virtual live lessons, a responsible adult must be in the same room to supervise (please note that the child can still access the lesson independently - this does not mean that the adult needs to take part in the lesson).
- I will monitor my child's internet usage and ensure that they are only accessing appropriate content.
- I will not take any photographs or screen shots during virtual live lessons or of pre-recorded lessons.
- I understand that once the live lesson has finished, I must follow the procedures and protocols for using 'Tapestry' and 'Seesaw' as normal.
- I understand that the live lessons will be recorded and shared on password protected, closed groups on 'Seesaw' and 'Tapestry' which parents and carers from my child's year group will access later. Linked to this, I understand that if I do not want my child's face to be recorded and shared on 'Tapestry' or 'Seesaw' that I must keep their screen on hidden mode for the full duration of the live lesson.
- I will contact school directly (either by calling the school office or emailing admin@southgosforth.newcastle.sch.uk) if I am experiencing technical difficulties.
- I understand that the content of the live lessons has been created only for use by pupils in the specified year group at South Gosforth First School and must not be shared with anyone outside of this group (this includes 'Zoom' links.)
- I understand that the class teacher can withhold the right to stop the recording of the live lesson at any time should they deem it appropriate to do so.
- I understand that I must be respectful of teaching staff at all times and will refrain from making personal comments which are not directly linked to the learning during virtual live lessons.
- GDPR - I understand that live streams of lessons which have been recorded and put on to 'Tapestry' and 'Seesaw' must only be used for the purposes of teaching my child(ren) for their remote learning tasks and must not be used or shared for any other purpose. I also understand that these videos will be stored securely on 'Tapestry' and 'Seesaw' in a closed group which is password protected. I understand that these videos will be stored on 'Tapestry' and 'Seesaw' only for the duration of the national lockdown and they will then be deleted.
- I will raise any queries or concerns that I have about virtual live teaching directly with school (either by calling the school office or emailing admin@southgosforth.newcastle.sch.uk) and refrain from making derogatory comments on whatsapp groups or social media.



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- I understand that if I have any safeguarding concerns, either about children in school or children who are learning from home, that I must contact our Designated Safeguarding Lead, Mr Adams or Mrs Whitehouse, Deputy Safeguarding Lead by calling 0191 2853453 as soon as possible.



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Virtual Live Lessons – Staff Protocols

By delivering live lessons for my year group via the 'Zoom' application, I am agreeing to abide by the following procedures and protocols:

- I will organise a set start time for both live Zoom sessions in the day and communicate these with my year group families on the weekly timetable using 'Tapestry' or 'Seesaw' (including 'Zoom' links.)
- I will only allow access to live lessons for the children in my year group.
- I will ensure the recordings of the live sessions are uploaded later on the same day via 'Tapestry' or 'Seesaw' as soon as possible after they have been recorded (up to an hour at the latest).
- I understand that there will be no videos of children who are learning in school on any live teaching videos. Linked to this, after the initial welcome and introduction to the lesson, all participants accessing the virtual live lesson from home, must mute their microphones and hide their screen. All communication from this point will take place through the chat function. I understand that this means that the only person on the live lesson recording will be myself, the teacher and my teaching resources.
- I understand that I will only admit users in to the live lesson who have their first name and first initial of pupils in my year group (eg, Sarah F). I will not admit any users with any names that I do not know.
- I understand that children accessing live lessons from home must remain on mute, unless I give specific permission to share responses verbally.
- I understand that communication from the children at home during the live session will take place using the 'chat' function on the 'Zoom' application, unless I give specific permission for them to unmute themselves.
- I understand that the children accessing live lessons must be appropriately dressed.
- I will expect the children to be in a quiet, appropriate space to access virtual live lessons from home (eg, not in a bedroom or near a bathroom). Children must also remain still and in one place when accessing the live lesson and must not walk around the house.
- I understand that children accessing the live lessons must behave respectfully and in line with our restorative approach to positive behaviour when accessing live lessons at home. I understand that if a child is behaving disruptively during the live lesson I have the right to switch off their camera, if this is not already the case, or remove them from the lesson.
- If there is an issue for a child at home during the virtual live lesson, which may distract others or pose a safeguarding risk I will stop participation and contact the DSL/Deputy DSL at school for them to investigate.
- I understand that if I need to refer to a child in the live lesson, I will only use their first name.



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- I understand that if a child is accessing virtual live lessons, a responsible adult must be in the same room to supervise (please note that the child can still access the lesson independently - this does not mean that the adult needs to take part in the lesson).
- I understand that the live recording is the property of school and that I must not take any photographs, videos or screenshots of lessons on my own personal devices.
- I will only distribute recordings of live lessons on to the appropriate 'Tapestry' or 'Seesaw' pages and will not share these videos with anyone else.
- I will not share any personal information about any child or member of staff during a live lesson and if I need to refer to a child, I will only use their first name.
- I understand that once the live lesson has finished, children must follow the procedures and protocols for using 'Tapestry' and 'Seesaw' as normal.
- I understand that I have the right to pause or stop the recording of the live lesson at any time should I deem it appropriate to do so.
- GDPR - I understand that live streams of lessons which have been recorded and put on to 'Tapestry' and 'Seesaw' must only be used for the purposes of teaching the children in my year group for their remote learning tasks and must not be used or shared for any other purpose. I also understand that these videos will be stored securely on 'Tapestry' and 'Seesaw' in a closed group which is password protected. I understand that these videos will be stored on 'Tapestry' and 'Seesaw' only for the duration of the national lockdown and they will then be deleted.