**Bledlow Ridge School**

**Acceptable Use Policy for Live Online Sessions**

1. Teachers will host live lessons where and when they find this will enhance the learning experience for the students.
2. Teachers will send the invite to students for the live lesson by the morning of the scheduled lesson.
3. Teachers will be dressed appropriately and remain professional throughout the video.
4. Teachers will ensure no other family members are on view of the camera.
5. If conducting the meeting from home, teachers will ensure they conduct all videoing with a plain or blurred background.
6. Teachers will not schedule sessions with students outside the hours of 8.40am to 3.00pm.
7. Either two members of staff will be present at all meetings **or** meetings will recorded and stored on the school servers.
8. No video lessons will be one-to-one without prior arrangement and approval by the headteacher. If only one student arrives for the meeting the session will be ended.
9. Teachers will have started the feed for the lesson 5 minutes prior to scheduled start time.

**Students**

1. Students must remain on mute until invited to speak.
2. Students should not join the session until the scheduled time.
3. Students should be ready and waiting at the starting time of the lesson.
4. Students are prohibited from recording or capturing/screen grabbing content from the video call.
5. Students should remain in a public part of their house.
6. Devices should not be used in the bathroom or anywhere in the house your parent’s do not give permission.
7. Students may have their school accounts suspended temporarily if they behave inappropriately.

**Parents**

1. Parents should remain within same room as the computer the lesson is being delivered to.
2. Parents should ensure their child is appropriately dressed for sessions.
3. 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 student is behaving inappropriately, we may ask that student to leave the session.
4. Parents should ensure their child is familiar with how the whole process works. Also, make sure that your child knows their login so that they are ready to go at the appointed time.

**Guidance and support for Parents and Carers**

Plug in and close all other tabs: Video-conferencing uses a lot of machine 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.

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

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

Don't take devices into the bathroom: Just as with regular school, students should go to the bathroom before class.

Be respectful of others: As in the class we expect our students 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.