



ARCHBISHOP TEMPLE SCHOOL

Updated Acceptable Use Policy for Live Lessons during the COVID-19 pandemic – cameras on

February 2021

Since we are now using Microsoft Teams to contact pupils remotely on a regular basis, there may be some occasions in which staff choose to request that the pupils engage with cameras and/or microphones on; should that be the case, the updated acceptable use policy outlined below should be adhered to. Please note that this must be done on a voluntary basis and no pupil or member of staff should be compelled to turn on their camera or microphone unless they feel comfortable to do so. If you have any concerns, please refer these to MB, KB or HM in the first instance.

Staff

1. Staff will host live lessons using Teams where and when they find this will enhance the learning experience for the students.
2. Staff will book the live lesson using the calendar in Teams on the Monday of the week of the lesson, the date and time will also be included in the task set on Firefly for that group. This should be best practice but may be subject to change should technical or other difficulties arise.
3. Staff will be dressed appropriately and remain professional throughout the meeting.
4. Staff will ensure no other family members are on view of the camera.
5. When conducting any live contact from home, staff will ensure they conduct all videoing with a plain background or with use of a virtual background/blur. Use of virtual backgrounds may only be used if there is a reasonably plain wall behind with no personalised objects to avoid any unfortunate intrusion of the member of staff's home i.e. hacking or equipment failure.
6. Teachers will not conduct live lessons with students outside the hours of 8.40 am to 2.45pm.
7. All videos will be recorded for safeguarding purposes and staff will download and store on OneDrive and make available for pupils where appropriate.
8. Live lesson recording must not be downloaded to personal equipment.
9. No video lessons will be one-to-one unless conducted by a designated member of staff (see paragraph 10). If only one student turns up for the meeting and no one else arrives, end the video. A ratio of 1:5 (teacher:student) is required for the lesson to take place. Pupils should accept the live lesson invite prior to the lesson commencing.
10. Designated staff with prior approval for 1:1 sessions will ensure that the session is recorded for safeguarding purposes, downloaded and stored on OneDrive.

Students

1. Teachers will only conduct live lessons with students within the hours of 8.40am to 2.45pm.
2. Pupils must remain on mute until invited to speak.
3. Pupils should be ready and waiting at the starting time of the lesson – this means work out ready (with writing equipment etc.) to receive the call via Teams. Look at the Firefly Task in advance and plan your day taking into account when you are expected to attend live lessons.
4. Pupils are prohibited from recording or capturing/screen grabbing content from the video call.

5. Pupils are prohibited from making any attempt to hack into another pupils or teachers screen. Hacking is illegal and will carry consequences including contacting the police.
6. Pupils should remain in a public part of their house wherever possible.
7. Pupils should be dressed appropriately at all times (not in pyjamas)
8. When conducting a live lesson from the pupil's home, pupils will ensure they conduct all videoing with a plain background or with use of a virtual background/blur. Use of virtual backgrounds may only be used if there is a reasonably plain wall behind with no personalised objects to avoid any unfortunate intrusion of the pupil's home i.e. hacking or equipment failure.
9. Pupils should not use devices from the bathroom or anywhere in the house that parents do not give permission for them to be.
10. Pupils may have their school Microsoft Accounts suspended temporarily if they behave inappropriately.

11. Pupils must accept the live lesson Teams invite prior to the lesson beginning.

Parents/Carers

1. Parents/carers should ensure their child is appropriately dressed for sessions.
2. Parents/carers 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 suspend their school Microsoft account temporarily.
3. Parents/carers should ensure other household members do not contribute to the live lesson.
4. Parents/carers should ensure their child understands the expectations of how the live lesson will be conducted.
5. Parents should make sure that their child knows their login details and has all relevant equipment set up so that they are ready to go at the appointed time.

Guidance and support for Parents and Carers

Please let pupils have some privacy; they need to be able to participate without worrying about you overhearing them so let them set up in a location that gives them some latitude.

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.

Don't take devices into the bathroom. Just as with regular school, students should go to the bathroom before class. If there's an emergency, ensure that the microphone is muted.

Be respectful of others. As in the classroom 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.

In general, live lessons will be recorded by the teacher delivering the lesson and these recordings will be stored on the channel for the class. If any pupils or staff have appeared on camera, the recordings will be downloaded and stored on the One Drive for safeguarding and privacy purposes.