



Archbishop Temple School

A Church of England Specialist College

ACCEPTABLE USE POLICY for Live Lessons during the COVID-19 pandemic

Date Agreed : June 2020

To Be Reviewed : June 2021

Name of Policy: **Acceptable Use Policy**
(for Live Lessons during the COVID-19 pandemic)

Sub-Committee Responsible: **Governors' Pastoral, Community & Chaplaincy**
(PCC) Committee

Lead Responsibility in School: **Assistant Headteacher**

Source of Policy: (Please tick)

- LA:**
- Diocesan:**
- School: X**
- Other – Please specify:**

This policy supports our work as a Church school as summarised in our Mission Statement:

Purpose

Archbishop Temple School seeks to care for young people and prepare them well for adulthood, valuing the whole person.

Mission

Through our faith in God, Father, Son and Holy Spirit, we strive to nurture each person's ability, gifts and talents so that they can 'have life and have it to the full' (John 10:10) and use it in the service of God and other people.

Teachers

1. Teachers will host live lessons using Teams where and when they find this will enhance the learning experience for the students.
2. Teachers 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.
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. When conducting a live lesson from the teacher's home, teachers will ensure they conduct all videoing with a plain background. If this is not possible then video must be turned off. Use of virtual backgrounds may only be used if there is a plain wall behind to avoid any unfortunate intrusion of the teacher's home i.e. hacking or equipment failure.
6. Teachers must ensure that the option to block incoming video has been selected prior to pupils joining the live lesson.
7. Teachers will not conduct live lessons with students outside the hours of 8.55am to 3.20pm.
8. All videos will be recorded for safeguarding purposes. These are stored automatically on the school's Stream account.
9. Live lesson recording must not be downloaded to personal equipment.
10. No video lessons will be one-to-one. 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.

Pupils

1. Teachers will only conduct live lessons with pupils within the hours of 8.55am to 3.20pm.
2. Pupils must not attempt to switch on their web cams/cameras.
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, to receive the call via Teams. Look at the Firefly Task in advance.
5. Pupils are prohibited from recording or capturing/screen grabbing content from the video call.
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 parents do not give permission.
8. Pupils may have their school Microsoft account suspended temporarily if they behave inappropriately.
9. Pupils must accept the live lesson Teams invite prior to the lesson beginning.

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 student is behaving inappropriately, we may suspend their school Microsoft account temporarily.
3. Parents should ensure other family members do not contribute to the live lesson.
4. Parents should ensure their child understands the expectations of how the live lesson will be conducted.
5. Make sure that your 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 them 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 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.
- Live lessons will be recorded and these recordings will be stored on Streams.