

Badgerbrook Primary School

Live Lessons – Learner Agreement

Live streaming will be offered as part of the wider learning resource to support pupils with remote learning during the COVID-19 pandemic. The school will ensure their duty of care and obligations to child protection and statutory guidance continue as they would if the lesson was taking place within the school setting.

However, to ensure that all our pupils remain safe and benefit from these resources it is essential that pupils and parents are working together with the school and adhere to the expectations in this agreement.

The school's expectations 'Badgerbrook Netiquette guidelines' have been shared with pupils and parents.

Live Lessons – Learner Agreement

<p>...be on time.</p> 	<p>...be respectful.</p> 	<p>...dress appropriately.</p> 	<p>...contribute to the lesson.</p> 
<p>...be in an appropriate location for the lesson with no distractions.</p>  <p>We ask that pupils are not in their bedrooms for live lessons.</p>	<p>...not share any images or videos of the lesson.</p>  <p>It is very important to respect the privacy of everyone in the lesson.</p>		

Make sure your laptop or device is charged and that you have your power cable with you just in case

Organisation

- Live streaming and pre-recorded lessons will be conducted using Microsoft teams.
- We will also use additional online resources to support remote learning including Seesaw, PurpleMash, TimesTables Rockstars, Espresso, Oxford Owl, Spelling Shed (this list is not definitive).
- Pupils and staff will use school registered email accounts to access live learning in Microsoft Teams in line with the safeguarding of personal data, privacy and school policies. The pupil email addresses are limited so that they cannot send or receive emails – they are just for login purposes
- Pupils working at home are expected to access the live lessons where possible – either live or by watching the recording.
- Pupils do not have to have their cameras on if they feel uncomfortable or if parents decide they do not want their child's camera to be on during live lessons
- If live lessons occur, they will be carried out during the normal timetable: live lessons will not take place outside of normal class hours.
- Live streaming of lessons will only be for pupils on roll at Badgerbrook Primary School and will be delivered by staff working at the school. School staff will be identified by their school lanyard.

- Live Lessons will be initiated and closed by staff.
- Microsoft Teams live streamed lessons will be recorded to enable the lessons to be available for those not able to take part at the time and to ensure safeguarding of all the children and staff taking part.
- As this is new to both staff and pupils we are not expecting meetings to be absolutely perfect to start with, however it will be important for pupils to have a parent present at the first meeting so that children can familiarise themselves with how MS Teams works and also for parents to see how meetings will take place in future.
- It is important that pupils and parents understand the expectations of conduct for a virtual lesson. Where there is non-compliance of the pupil to the teacher's expectations, the teacher will deal with the matter as if the lesson is taking place in the school setting and will be addressed in accordance with the school Behaviour policy

Expectations

Teachers will:

- deliver live-streamed lessons only through Microsoft Teams using school registered email addresses
- disguise their backgrounds if not delivering live lessons from in school (using the 'blur your background' settings in MS Teams or having a neutral background and ensuring no family photos are visible)
- start live session just ahead of scheduled time to allow a prompt start to the lesson
- notify the learners of scheduled lessons as well as any resources required during that session (documents, presentations etc)
- notify the school's senior leadership team, learners and parents of any cancelled lessons or changes in arrangements
- discuss roles and responsibilities at the start of online lessons
- inform learners that lessons will be recorded so that they can be accessed at a later time and for safeguarding purposes
- ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- prevent a one to one situation at the end of an online class by ending the lessons for all participants from Teams or being the last person to leave the meeting
- not initiate any live streaming or contact outside of the scheduled lessons as timetabled
- where possible, have one other working colleague present in any live streamed lessons and all live lessons will be recorded for safeguarding purposes
- allow senior leaders and/or Designated Safeguarding Leads to have access to live lessons for safeguarding purposes

Learners will:

- access the live lessons wherever possible or watch the recordings at a more suitable time
- be on time for the online learning and be properly prepared – this includes being appropriately dressed and having equipment and resources ready
- be in a quiet space and minimise distractions - this includes noisy backgrounds so no television sounds/radio and no phones.
- be mindful of the camera and who can see them - where possible they should use the 'blur your background' settings in MS Teams or have a neutral background and ensure

no family photos are visible. Pupils do not have to have their cameras on if they feel uncomfortable in any way

- behave as they would while at school and treat home learning like a normal lesson - any disruption will be dealt with by the teacher, following the school's behaviour policy
- turn their microphone on only when they are speaking
- not talk over others – contribute by using the message facility if appropriate
- not make recordings/images of the class or the teacher or any part of the lesson using another device
- not record or take screenshots of any aspect of the lesson, including the teacher and other class members
- be respectful and polite and remember that both classmates and teachers are real people who are affected by what others say and write. Badgerbrook operates a zero trolling policy. "Think... Would I say it to someone's face? If not, please do not do it online either. In school we have a golden rule – If you can't say anything nice.....don't say anything at all! This applies in the virtual world too."
- not initiate any live streaming or contact outside of the scheduled lessons as timetabled
- report to the teacher if they feel unsafe at anytime during the lesson

Parents will:

- talk through the live streaming expectations with their child
- ensure the device their child is using is safe and avoids disruption to the lesson through notifications, exposure of personal data etc
- ensure that the environment where their child is accessing the lesson is safe
- decide whether they are happy for their child's camera to be on during live lessons
- ensure that neither they or their child makes any recordings/images of the class or the teacher or any part of the lesson using another device
- ensure that neither they or their child records or take screenshots of any aspect of the lesson, including the teacher and other class members
- understand that the expectations of their child's conduct are the same as if the lesson is taking place in school and that any disruption will be dealt with following the school's behaviour policy
- raise any concern about any aspect of the lesson by contacting the school to discuss it and not by raising any issue during the lesson itself

Parents and Carers – please read this Learner Agreement and share the pupil expectations with your child.

Consent to record live-stream sessions

Please note that Microsoft Teams lessons may be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern. Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR regulations.

Please confirm your consent to live lessons and the Learner Agreement through the **Teachers2Parents** form which has been sent to you.