

Hedingham School Guidance for Students and Parents/Carers on Livestream/video lessons or contact with students

As we move towards more 'Live' or recorded contact, it is essential to outline our expectations of behaviour and conduct in order to safeguard our students and staff. Following the guidance and expectations below is imperative.

Therefore, please read the guidance and expectations carefully as parents/carers and with your children, ensuring the children are clear on what is expected.

Hedingham School provision of live or pre-recorded lessons will be through Microsoft Teams. This platform has been centrally safeguarded in relation to security settings and filters. Password protected.

School staff will:

- Provide group only live contact. Remote learning on a one to one basis is not appropriate.
- Provide contact whilst against a natural background
- Wear suitable clothing
- Keep live sessions to a reasonable length of time.
- Use professional and appropriate language.
- Only use Microsoft Teams on the school's platforms.
- Invite each student to attend any live session as pre planned via Microsoft Teams or school email.
- Use their own discretion on screen sharing/turning on their camera
- Abort the session or remove a student should there be any unwanted behaviour or conduct and will report this to the school and parents as necessary.
- Is it good practice to record any live session delivered. This allows students who have missed the live delivery to access at a later date. These recording will be held securely on the school network.

Students will:

- Sit against a natural background, ensuring that there is nothing in the background that is inappropriate. The member of staff may feel that there is something inappropriate where students do not. We would expect the student to reposition should this be the case.
- Wear suitable clothing
- Be located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open, with an adult within earshot of the session.
- Double check that any other tabs they have open in their browser would be appropriate for their teacher to see, if they are sharing their screen.
- Only use platforms provided by Hedingham School
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Behave and conduct themselves appropriately, as they would in the classroom, or they will be asked to leave the session or the session may even be aborted.
- Not record, screenshot or otherwise the session as this will breach the acceptable use policy.

- Not share any content they may have recorded or have been sent by another student. Any such actions should be reported to the school as soon as possible.

Parents/Carers will:

- Read the guidance and expectations outlined above and ensure these are adhered to by the student, when taking part in any live session.
- Wear suitable clothing if the chances are that they will be passing within screenshot whilst moving around their household.
- Ensure their child is located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open, with an adult within earshot of the session.
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.

Again, we would ask that students and parent/carers ensure they have read the above guidance and expectations carefully and adhere to them at all times. Doing so will result in a more valuable experience that is safe and positive for all.

