

## Acceptable Use Guidelines

### **Specifically, for delivering and accessing online lessons during school closures or isolation periods**

All online activity will be conducted to the same safeguarding standards and behaviour expectations as you would see in the classroom at Portobello Primary School.

Lesson should be hosted by the teacher in a safe, secure and controlled online environment using the video conferencing facility in Google classroom. Where possible, and in the majority of instances, a Teaching Assistant will also be present.

If a teacher enables the video function then their head and shoulders are visible, as are the pupil's head and shoulders. This guidance covers what needs to be considered to ensure staff and children are protected during this process.

### **Guidelines for online learning: Staff**

You should conduct yourself online as you would in class.

What does this mean when you are delivering a Google classroom lesson?

- You should only use your school email to send invites to the lesson.
- You should start and end the Google classroom lesson according to your scheduled times.
- You should/can record each online lesson delivered with the start and end time, all participants invited and all who participated in the lesson.
- You should ensure no child in school is visible during broadcasting
- You should stop the lesson if there is only one pupil with you on-line and reschedule it.
- You should not have your mobile phone with you whilst delivering your lesson.
- You should deliver the lesson in an appropriate room. A bedroom is not appropriate.  
Enable your camera before you go live to check what is visible in your background.  
Remove any personal information or inappropriate items that are visible.
- Ensure that there will be no interruptions during your streaming (such as family members in the background). Use the blur function.
- You should dress according to the school's dress code listed in the school's Code of Conduct.
- Remind all lesson participants to have their microphones off and only ask questions via the Chat function. This way you can monitor what is shared with the other pupils.
- If you are using microphones for question and answer you must mute all microphones as the students enter the lesson and unmute as required.
- Remind your pupils of the expectations (listed in their guidance) at the start of your lesson.
- You should not have drinks or eat any food whilst delivering the lesson.
- You should ensure you are the last person to leave the meeting.



### **Guidelines for online learning: Pupils**

Teachers will be delivering lessons from the classroom or from home; when from home these will not be classroom-based. Instead, they will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Google Classroom.

If a teacher enables video then their head and shoulders are visible, as are your head and shoulders.

A lesson will be discontinued if there is only one pupil and one teacher on-line and will be rescheduled.

You should behave online as you would behave in class.

What does this mean when you are taking part in a live online lesson?

- You should not seek to disrupt or distract either your own learning or those of others with inappropriate use of the digital tools.
- If you feel uncomfortable or feel that anything inappropriate has happened in the virtual environment, you should tell your parent or carer who will contact the school office.
- You should turn up for a live online lesson on time and with the appropriate equipment for that subject.
- You should end the online lesson when the teacher tells you it has finished.
- You should not have a mobile phone with you when the lesson is taking place.
- You should take part in the Google classroom lesson in a room other than your bedroom: a dining room, lounge, kitchen or study, each are more appropriate.
- You must not take photos or screen shots at any point in the lesson.
- You should stay focused and quiet when involved in a live online lesson, with your microphone muted unless asked by the teacher to turn it on.
- You should dress appropriately; no pyjamas or t-shirts with offensive slogans
- You should know how to communicate with the teacher, and with other students, during the live online lesson, and you should follow these rules throughout
- You should ask permission to leave your live online lesson (for example, to go to the toilet); this should be done via the Chat function - You should not have drinks or eat any food during the lesson.

Name:

Date:



### **Guidelines for online learning: Parents**

Teachers will be delivering lessons from the classroom or from home; when from home these will not be classroom-based.

Instead, they will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Google classroom.

If a teacher enables video then their head and shoulders are visible, as are the pupil's head and shoulders.

Parents can play a vital role in supporting their children during this period. Our advice would be:

- Keep in regular contact with school by ensuring you access updates on the website, Facebook, twitter or via direct emails or texts
- Get to know your child's timetable and check which lessons they are going to be having online.
- Be strict about where these lessons are happening ideally, they should be done in a quiet place (such as a dining room, lounge, kitchen or study) where interruption and distraction is kept to a minimum, no TV in background for example. A bedroom is not appropriate.
- Double check that nothing personal (such as images, or messages) are visible, either on desktops, or in the background.
- Check that learning being set by teachers is being submitted and that deadlines are being met.
- Make sure that your child dresses appropriately for any online lessons.
- Encourage children to have their resources for learning ready e.g. pen, pencil etc.
- Parents/Carers not to interrupt the online session by trying to communicate with the class teacher – this should be done via email.
- Parents/Carers should also sit out of view of the webcam view.
- Where possible, check that children have completed learning activities each day and to an acceptable standard.
- Contact school if you are experiencing any device/technical difficulties
- Not to share links for any meetings or resources in public forums.

Pupil's name:

Date

Parents signature: