THE LATYMER SCHOOL
Founded 1624

Protocol for Online Teaching and Learning
General Requirements for Staff & Students

- All participants in the live streaming should use their school email address only.
- Staff and students must wear clothing which is appropriate for learning, as should anyone else in the household.
- Participants should only participate in the live streaming in a safe and appropriate place/area and where possible they should be sitting against a neutral background.
- Participants in the live streaming should ensure that no inappropriate objects/information are visible (including information which could be used for ID fraud).
- Language must be professional and appropriate, including any family members who are within range of the electronic device's speaker.
- Before the first live streaming starts, staff should remind all participants about the following:
    o Safeguarding policy (and reporting process) and that the rules which they agreed to when signing the electronic acceptable use policy (AUP) at the start of the year apply to the live streaming sessions.
- At the start of all other sessions, staff should do the following:
    o Check the session is being recorded whether camera to camera or voice to voice.
    o Set the background (if camera on) or choose no camera on.
    o Take a register using SIMS.
    o Remind students of ground rules for pupils for the session e.g. use of chat for asking questions, hands up function etc.
    o Ensure that students understand that only the teacher presents, only the teacher mutes, only the teacher decides to remove someone from the session and the teacher must not be muted.

Any student who carries out any of the above or anything else to interfere with the online session either whilst live or as part of a recording will be deemed to have violated the protocol.

- Mobile phones are only allowed if the student is using the Microsoft Teams App on their phone to access the session or needs to access an online textbook (Kerboodle).
- No photographs are to be taken or other recordings to be made with a mobile phone or other device.

If a student violates the protocol, e.g. they post a video of the session on social media or they are non-compliant during the session or after, this could lead them to being excluded from future sessions, have sanctions applied to them or in the worst case, excluded from school.

With the exception of individual conversation lessons, UCAS discussions and individual instrumental lessons or where parent/carers have given written emailed consent for one-to-one teaching), live streaming lessons/classes should only be delivered to groups. The preferred medium for live voice-to-voice or cam-to-cam streaming is Microsoft Teams.

Teachers will be required to record the video or audio-conferencing session. The main purpose for this is to protect staff should an issue arise. Staff will not require absent students to watch/listen to the recording as part of any catch-up strategy, but it will be available should this be the preferred option. If students miss a session, they will need to contact the member of staff directly, be directed to Google Classrooms or seek out other students in the class to get the necessary notes/information.

Staff should keep a log of any concerns raised/anything that went wrong. If a member of staff is aware of an issue whilst online, if appropriate, the member of staff should deal with it as it arises, or deal with it immediately following the session, by asking the student(s) concerned to remain online to further investigate the issue or to contact the student(s) concerned by email and copy in their Head of Department, in the first instance.

*"Latymer is an **outstanding** school that provides an excellent all-round education for all of its students."*