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 (see note below about applying a 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:

   ▪ 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:
   ▪ check the session is being recorded whether camera to camera or voice to voice
   ▪ set the background (if camera on) or choose no camera on
   ▪ manually note absentees and lesson topic
   ▪ set ground rules for pupils for the session e.g. use of chat for asking questions, hands up function
   ▪ remind students 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 to be taken or other recordings to be made with a mobile phone
   ▪ 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 to them being excluded from future sessions, have sanctions applied to them or in the worst case, excluded from school.

Parents and family members are also requested to respect the online student and teacher session and not to get into conversations with the student or teacher whilst sessions are underway. If you have any concerns, you should contact a senior member of staff to discuss them.

With the exception of individual conversation lessons, UCAS discussions and individual instrumental lessons or where parents/carers have given **written emailed** consent for 1-to-1 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.**

- Using Microsoft Teams, staff have the option to stop all incoming videos, so the only person seen is the member of staff themselves. However, if a member of staff has concerns about being seen on camera, they can stop their own camera before going live and together with activating the option of "stop all incoming videos' means that the session will be voice to voice only. **This will also take away any concerns staff have about being visible in any subsequent recording.**

- Staff are requested to change the background during a live streaming camera-to-camera session. This can be done by clicking on the three dots on the advance features bar that appears on the screen when you have joined a meeting (hover cursor over screen for it to appear). Once you have clicked on the three dots, select 'show background effects' and either select a background or blur background and press apply.

- Staff should keep a manual log of live streaming: class; participants; date and time (setting up the meeting in Calendar will achieve the latter); and 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, 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.

LEARNING (STUDENTS)

• In the case of another lockdown and school closure or in the case of a Year Group or having to self-isolate at home, all single lessons and one lesson of a double will be taught online as per the student timetable for 2020-21. Lessons will be delivered live via MS Teams and resources uploaded in Google Classrooms and/or MS Teams.

• In the cases where the school is open and operational but individual students are at home self-isolating for a period of 14 days, either because they have a positive COVID-19 result or have been in close contact with someone who received a positive result, currently all lessons will be delivered using Microsoft Teams to students in Years 12 and 13. An invite for those lessons will be sent from the teacher to those students. For students in other years, work will be either uploaded in Google Classrooms, Teams or sent via email. We will review this offer periodically as to whether Year 11 will be invited to join lessons via Microsoft Teams.

• Attendance at all online lessons is compulsory and students should join their lesson punctually using the email link sent to them from their teacher. If a student knows they are going to be absent from the lesson with a valid reason, at least 24 hours' notice must be given via email to their teacher explaining the reason why.

• Before going into online lessons, all students should have read and be familiar with the attached protocol for Online Teaching and Learning. If a student violates the protocol, e.g. they post a video of the session on social media or they are non-compliant with the teacher's requests or are disruptive in any way during the session or after, this could lead to them being excluded from future sessions, have sanctions applied to them or in the worst case, excluded from school. High standards of behaviour and co-operation which would be expected from students in the classroom are also expected online.

• In the case of students not being able to access a lesson, due to the sharing of IT equipment at home, this should also be communicated to the teacher concerned and a timetable worked out in advance and adhered to, as to when a student will have access to IT provision to allow them to join. Parents will be included in any such communication so that they can support their child in complying with the timetable.

• Students who know in advance, that IT accessibility will be an ongoing problem are required to let their Head of Learning know so that contingency arrangements can be put in place in the case of a lockdown and remote teaching taking place.

• During the last lockdown, a number of students reported that they were not able to access a microphone. Students who have a Smartphone are expected to have downloaded MS Teams and CamScanner and Form Tutors are required to check on this so that issues relating to accessing these applications are known about in advance and can be prepared for.

• Students are expected to complete all work and homework that staff set and evidence this where required using either Google Classrooms, email or CamScanner.

PARENTS

• The online lesson is between the student and the teacher and nobody else. Parents and family members are requested to respect the online student and teacher session and not to get into conversations with the student or teacher whilst sessions are underway.

• Parents and/or family members are not to make any comments verbal or in writing about the content of the lesson nor should they access the student's MS Teams account or email.

• Parents are expected to ensure that their son/daughter is punctual to and attends all online lessons and to be familiar with the expectations for behaviour as set out in the attached protocol for Online Teaching and Learning.