

Parental Agreement for Online Learning Sessions



At Cheapside Primary School, we aim to use technology to provide some online learning in the event that a class or the whole school has to self-isolate.

Please read the following so you are fully aware of the rules we will be using to allow our online learning sessions to take place safely for everyone.

We are going to be using Microsoft Teams as our remote learning platform. This is a new way of working for our staff, so we ask for your patience as we develop online learning as part of our blended curriculum, should we have further home-schooling scenarios.

We want to encourage positive use of technology in the home, so whilst the rules are to protect children and staff during the sessions, they are also there to model safe use of technology in the home. We will teach children these rules in school, but as the adult in charge at home, we ask that you reinforce these messages for school sessions as well as at any other time they are online. As children become more confident with using online learning, however, you will need to ensure that you monitor how they are using them, particularly as they get older and are keener to be independent.

Please note that the school is not responsible for the quality of your online learning connection. The quality relies heavily on your internet connection at home and the device that you are using.

Code of Conduct for Acceptable Use

1. All children must keep their login details, email address and password, private. They must not be shared. Only teachers and children have access to their Team by using their login details and cannot join any other Team.
2. Meeting links are for the purposes of joining the session your child has been invited to. It is not permitted to share these details. Please do not share them in any group, such as 'Whatsapp' or post comments about the delivery of online sessions. If the information is shared, your child might not be allowed to attend further sessions.
3. Only the teacher will be allowed to record online sessions.
4. No images/recordings of the online sessions are to be taken or shared on social media. If it is reported that details have been shared, it may result in your child not being able to join future sessions.
5. By signing this agreement, you are giving permission to the school to record your child during the online sessions, for safeguarding and monitoring purposes only.
6. The children must follow the behaviour policy of the school during these sessions. If your child does not follow these rules, they will be removed from the session.
7. Parents/Carers are not to engage in conversation with teachers during the session – this can be done via the class email.
8. The video on the webcam must be switched off and the microphone should be muted during the teaching sessions unless directed by a member of staff to turn them on if child/teacher is required.
9. Children are to arrive in the waiting room 5 minutes prior to the session starting. The teacher will admit them.

User Guidelines

1. Whilst we only want children on the screen, an adult might need to support with technical support depending on the age/confidence of each child. You may also wish to supervise behaviour if you think that will support your child.
2. The online learning sessions will be dependent on the lesson and the age of the children.
3. The school will aim to provide at least 24 hours' notice if there is a reason that class may need to cancel.
4. The area your child is seated in needs to be as quiet as possible so that they can hear the audio clearly and see the image on screen.
5. If possible, use a surface that allows paperwork next to the computer/device.
6. If you lose the internet connection during the session, you may not be allowed back into the meeting if the teacher is occupied in teaching the session.
7. If any future period of lockdown is for a long period, we anticipate that the exact content of the sessions will vary and develop over time.
8. The session will be recorded for monitoring and safeguarding purposes.
9. All participants should behave as if they are taking part in a normal class session (ie, not eating and focused on the activity/presentation).
10. If your child wishes to speak, they should 'raise their hand' and unmute themselves when invited to do so.
11. NO other child or adult is to be seen on the screen, as we are aiming to mirror a school session.
12. There is to be no use of virtual backgrounds as this drains the bandwidth.
13. Sessions should take place in a shared family room – children should not be in their bedrooms.
14. Teachers and pupils should be appropriately dressed to attend the video conference. There is no need to wear uniform.
15. Please be aware of the background your child is seated in front of -i.e., family photos etc. If you can keep it simple and plain, that is less distracting.
16. Do not sit your child in front of a window as this casts a dark shadow.
17. Positive language and the school behaviour policy are to be used at all times.

If any of the rules are broken, consequences could include your child being removed from that session immediately and/or future sessions. Parents/Carers would be contacted to discuss this matter further.

Further information can be found at the following addresses:

- <http://www.pclstraining.com/links>
- Live streaming and online video apps- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/livestreaming-onlin-video-apps/>
- General online safety – <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

This agreement links to our Remote Education Policy which can be found on the school website under the policies tab.