



The live-streaming of lessons may be used to enhance online learning provision.

For 'Live-Sessions' to be effective, the following criteria must be agreed prior to every live-session and followed during the live-session:

Teacher agrees to:

- Only use MS Teams via Hwb as the platform for live-sessions.
- Post this 'Online Learning User Agreement' on the class Google Classroom for agreement from all learners before starting any live-session.
- Ensure the session details are clearly communicated to the whole class using Google Classrooms and any prior required reading or equipment needed is clearly stated.
- Update the MS Teams calendar about any cancelled sessions or changes in arrangements.
- Record all live-sessions in their entirety and save the recordings on the class Google Classroom that is shared with the learners involved.
- Record the live-session in an appropriate location and be appropriately dressed.
- Explain the rules at the introduction of the session, e.g. who can speak, how to ask a question or ask for help.
- Ensure that all learners have their cameras turned off for the whole session.
- Allow learners the choice of participating through either audio facilities or by typing into the comments/chat box.
- Ensure that they keep themselves up-to-date with all relevant policies and procedures, including online safety, safeguarding and data protection policies.
- Remove a learner from the live-session if they fail to meet the criteria of this agreement or are disrupting the learning of others.
- Not partake in a one-to-one live-session.
- Prevent a one-to-one situation at the end of an online class by disconnecting all participants from Teams at the close of the session.
- Turn off any devices such as Alexa and Google/Siri.
- Set up a lobby area so no pupils can enter the meeting at the start without a teacher being present.
- Ensure all pupils involved in the lesson are set up as members of the Team prior to the start time.

Learner agrees to:

- Be courteous in all communication with teachers.
- The session being recorded.
- Be punctual for all sessions.
- There should be no correspondence or conversation via the Teams chat at all unless it is **about** the lesson and **within the lesson time**, all normal correspondence with teachers should be via Google Classroom and there is no social conversation between pupils allowed.
- Ensure cameras are turned off for the whole session and mute the microphone unless you are given permission to answer or ask a question by the teacher.
- Access the relevant files for each session in advance and have the pre-session materials and equipment needed to hand.
- Make sure they have all power adaptors and laptops ready before the session begins and are logged into the session.
- Show respect for everyone in the online classroom.
- Dress appropriately for all classes, thinking about respect for others.
- Ensure the location they log in from is appropriate, i.e. consider background noise, privacy etc.
- Seek to contribute to the class in a positive manner and not be disruptive at any time; pupils can use the 'hands-up' function to seek permission to unmute their microphone and ask a question or comment, or they may type a question into the comments/chat box.
- Not share images of the lesson or teacher.
- Turn off any devices such as Alexa and Google/Siri.

Pupil and parent agreement:

By accessing our online learning activities, I agree to the above points and will ensure I and my child abides by this protocol.

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