



**Meadowside**  
Primary School

Growing at Meadowside Primary School

# REMOTE LEARNING AND 'VIDEO' TEACHING

## Acceptable Use Policy for Parents/Carers and Pupils

### Our Vision

Meadowside is a nurturing community primary school with a strong sense of pride and belonging, with the belief that all have the potential to thrive.

### Our Purpose

We exist to cultivate a love of learning by broadening horizons and opening minds to new possibilities. Through our School Values, we grow confident individuals who aspire to shape the future.



**Responsibility**



**Reflection**



**Respect**



**Resilience**



<b>Chair of Governors:</b>	Angela Pratt	<b>Signed:</b>
<b>Chair of Committee:</b>	Janet Goodliffe	
<b>Committee Responsible:</b>	Quality of Education	
<b>Staff Responsible:</b>	Chloe Caswell	
<b>Date reviewed:</b>	January 2021	
<b>Next Review:</b>	January 2022	
<b>Location of Policy:</b>	T:Policies	
<b>Upload to Website:</b>	Yes	<b>Date uploaded:</b> 19 <sup>th</sup> January 2021

Version	Revision Date	Changes made by	Sections affected	Changes

## Remote Learning and 'Video' Teaching – Acceptable Use Policy

Remote learning and 'video' teaching (in this document referred to as 'video sessions' or 'live sessions') have been identified as an additional way of delivering virtual learning (with a child) during this Lock down Period. Meadowside Primary School are providing video sessions to ensure teaching and learning can continue and phone calls can be made to check on pupils' welfare but, for many, this is a new experience and **everyone involved in video sessions must remember that the usual school protocol still apply**. We are providing this policy to ensure that participants are clear about the expectations on them.

- It is a requirement that children are able to log on to answer the register via Google Meets/Classroom.
- No additional technology is to be used during live lessons, unless specifically requested by the teacher.
- Microphones are to be muted after registration, unless specifically requested by the teacher.
- Cameras are to be switched on.
- Screenshots or recordings are NOT to be taken.
- Photographs including members of Staff at Meadowside Primary School are NOT to be taken or shared. This includes, but is not limited, to all social media platforms.

### Parents / Carers:

- Parents/Carers are required to telephone the school office to report absence if children are unable to participate due to illness.
- Any technical issues should be reported to [remoteeducation@meadowsideprimary.org](mailto:remoteeducation@meadowsideprimary.org).
- Parent/Carers should ensure children are dressed appropriately during video sessions. This does not need to be school uniform.
- Parents/Carers should ensure children are provided with a reasonably quiet environment to work in.
- Parents/Carers should ensure that, as far as possible, distractions are removed, including pets and siblings.
- Parents/Carers are responsible for ensuring that the privacy of other family members is maintained during live sessions.
- Parents/Carers must not record or share the live or video sessions, nor comment on public forums (such as Facebook, Twitter etc.) about individual teachers, the school or our pupils.
- Parents/Carers may be required to provide supervision or support where necessary.
- Communications between parent/carer and teacher, where necessary, should take place via email, not during a video session.
- Lessons delivered 'live' are still lessons and pupils are expected to present themselves and behave appropriately. High standards of behaviour are expected for live sessions, just as they are in the classroom.
- Parents/carers should be aware that the school **may** record lessons for future use such as assessment or safeguarding purposes.
- Parents/carers to email year group teachers if the child is unable to attend the session, due to device sharing or sibling session.

### Pupils:

- Treat your live sessions as you would any other lesson. Be on time and be prepared.
- If it is to be a lesson, be ready to learn and make sure you have resources (pen / pencil / ruler / exercise book/ paper at hand).
- Make sure you are in a suitable location; your device is charged (or plugged in) and that you are suitably dressed, prior to the beginning of each session.
- Check your camera and microphone are working, prior to the start of the session.
- Remember to behave as you would in school and abide by the school's Acceptable Usage Policy and the school's Behaviour Policy.
- Raise your hand, if you have a question and use hand gestures to show understanding such as thumbs up or touching your ear for audio issues.
- **Do not** record or take photos of your classmates or teachers during a session.
- Listen, focus on the lesson and learn.
- Avoid distractions such as electronic devices, pets or siblings.
- Mobile phones should not be used during the session.
- Respect your teacher, your fellow learners and yourself by doing your best, just as you would in class.
- These rules are designed to help keep you safe and, if they are not followed your parent/carers will be contacted.

### When conducting 'live' video sessions, Class Teachers will not be available for technical support.

Please use the [remoteeducation@meadowsideprimary.org](mailto:remoteeducation@meadowsideprimary.org)

Due to the volume of live video sessions and in school teaching taking place, teachers will endeavour to respond to emails within 1 working school day.