Live Session 'Code of Conduct' at Holyport CE Primary School:

Our live sessions are delivered via Microsoft teams. This is access through the MS Teams App or Web Browser which you will need to have for these sessions. We will send an invite to the parental email specified to the school only.

(1) Classroom Rules Apply ***(Please discuss these points with your child)***

Yes, classroom rules apply during live sessions as much as they do at school. Please listen carefully to one another and be fully involved in the session. Be guided by the teacher and follow their instructions. The same behaviour policy will be employed as if you were in school. As such the following are expectations that you must meet before the beginning of the advertised starting time;

- Please have a pencil/pen and piece of paper available in case the teacher asks you to record information during the session.
- You should be fully dressed in suitable clothing. You do not need to wear your school uniform, however your clothes should be appropriate for the audience who will be in the lesson, including your teachers. (No pyjamas or visible slogans)
- You must check that the equipment that you will access the lesson with has a camera (which is on) and microphone.
- You must take part in the video call in a suitable communal environment, such as kitchen or living room. We appreciate that this is not always possible and some of the video calling software has a built-in option to 'blur' the background - you may feel this is an appropriate feature to turn on.
- Please do not have any younger children/siblings or other distractions in the room with you, but an adult must be present. Accompanying adults must not be in camera shot and we will ask you to tell the teacher which adult, is in the room with you.
- Remember to go to the toilet BEFORE the session starts, not during the session
- Whilst the teacher is talking please mute your microphone.
- When you join the session please pin the teacher's video so that it becomes the main screen. On a mobile phone – tap and hold on the teacher's icon and select pin. On a laptop, right click on the icon and pin.

(2) During the sessions

- **You OR your family must not in ANY way capture images or audio from the session**. This is strictly against school policy. The sharing of these sessions in any form, on social media is prohibited.
- As soon as you join the sessions, you should mute your microphone, but must leave on your camera unless your teacher tells you otherwise. If you have any questions, your teacher will tell you how to raise these.
- Any student whose behaviour falls below the expectations of their teacher will be subject to the school behaviour policy as if in school and may not asked to leave the session and their parent will be informed.
- All sessions will be recorded for safeguarding purposes. These recordings may be shared with senior school leaders if required. Recordings will be kept on the secure school network and will be deleted after approximately one week, unless they are being retained for revision or another purpose stated by your teacher.
- You are not to type in the chat box or use symbols during the session, unless your teacher asks you to do this as part of the session.
- Use your first name only for your name label and in the session itself.
- Only the teacher will mute or unmute members of the group, unless you are directly asked to by the teacher.

(3) Parents:

In order to make sure that your child stays safe online, we ask that you do the following:

- Only access the MS Teams through the parent/carers email that was given to the school.
- An appropriate adult, like a parent or carer will remain in the room with pupils during video calls to help with any technical issues if required.
- For younger pupils, you will 'drop off' your child at the meeting like you would at school, so we know that they have an appropriate adult nearby if they need help. This will also give us a chance to talk with you if we need to.
- Pupils must take part in the video call in a suitable communal environment. We appreciate that this is not always possible and some of the video calling software has a built-in option to 'blur' the background - you may feel this is an appropriate feature to turn on.
- All members of the household must be aware that the call is taking place and make sure they use appropriate language and behaviour when nearby.
- Your child must be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body with no slogans and definitely no pyjamas).
- You will make sure your child has 'logged off' the call correctly and signed out before turning off any devices.
- Please do not try to contact any school staff using these online tools outside of the pre-arranged calls. If you need to contact a staff member for any reason you will do so following our normal contact procedures (i.e. emailing parents@holyportprimaryschool.co.uk) or Seesaw/Tapestry.
- Above all - please be patient. It may be that either your child or others technology lets them down before or during the call, and we will be unable to help. We cannot stop the meeting and wait, so if this happens please only try to re-join once and if it doesn't work, it is nothing to worry about. This is why we are not delivering vital content this way!
- If a parent/carer has any safeguarding concerns regarding the sessions please contact the school office to speak to our Designated Safeguarding Lead/ Deputy Designated Leads.

In order to protect your child, we will:

- Have a minimum of two adults present throughout the video call who will stay on the call until all pupils have 'logged off'. This is to ensure that no children are left 'virtually unsupervised'.
- One adult involved in the call may be a member of the senior leadership team and/or a designated safeguard person.
- No staff member will contact you outside of any pre-arranged meetings using these online tools and if they do need to contact you will do so following their normal contact procedures (i.e. emailing)
- Staff will watch through and check any links or videos they may direct your child to. They will make sure everything they use is age-appropriate.

These protocols are in addition to but form part of the school's

Pupil and Parent/Carer Acceptable Use Agreements.