

Student Protocols *Using live sessions 1st January, 2021*

Dear Students,

As we start to develop live lessons using Zoom and MS Teams we need to share some of the rules that we have put in place to make sure it is a safe, secure and productive use of yours and your teacher's time. Please take the time to read the following and ask questions if there is any part that you don't understand. It is expected that you will follow these guidelines when accessing live lessons.

1. **Do not under any circumstances** share the link or invite with anyone. Only you, your classmates and occasionally other staff members should ever have that invite.
2. **Students MUST NOT take part in live lessons unless parents have given their consent – this is a parental responsibility and they must monitor this carefully.**
3. Please make sure that your screen name (the name that appears on the screen) is **your real name**. Any name that is not identifiable as someone in the class will not be admitted to the lesson. The teacher cannot be sure that it isn't a stranger and must safeguard the rest of the class as well as you.
4. In most cases, students will only be admitted into the lesson when there is a minimum of three of you. You will have to wait until this is the case. Teachers are under instruction to end the sessions when there is only one student remaining.
5. Arrive for the lesson 5mins before and wait until the teacher lets you in. If you are late you will NOT be admitted into the live session.
6. You may turn your camera on as long as your parents/carers have given their consent and you are happy to do so. The teacher may direct you to turn them off.
7. Try and find a quiet space in a communal area eg kitchen table (**never your bedroom**) to take part in the session. Dress properly and be ready to learn and have your equipment to hand.
8. Unmute your microphone to say hello to the teacher on entry.
9. Mute your microphone if you are not talking during the session.
10. Chat messages should be relevant to the lesson ONLY.
11. Be ready to learn, have paper and pen to hand.
12. Be polite and behave just like you would in a real life classroom. Anyone not upholding our highest standards will be removed from the session and parents informed.
13. Your electronic devices are really useful to use alongside the lesson for things such as Kahoot, PADLET and question responses. Please can you make sure though, that you are not being distracted by any devices or using them inappropriately. This will mean you miss key learning, especially as this time with your teacher is so precious.
14. If you need to leave the meeting early message through the text option.
15. Be aware the lesson will be recorded for safeguarding reasons and kept securely for 14 days.
16. Finally, speak to your parents about your own personal settings and ensure they are happy with the parental controls on any of your devisers.

It is incredibly important that we use this software safely to protect us all. Please act responsibly in following the expectations listed above so that we can work together to help you learn.

We look forward to seeing you soon.