#  Badge 2 Knowsley Village CP - Video Conferencing – Acceptable Use Guidance January 2021

Video conferencing has been identified as an additional way of delivering virtual learning/communication during this period of enforced school closure. Our school will be providing sessions on Seesaw and Google Classroom/Zoom to ensure teaching/learning and communication can continue but for many this is a new experience and everyone involved in video conferencing must remember that the usual school protocols still apply. We are providing this guidance to ensure that participants are clear about the expectations on them.

**Parents:**

● Parental approval must be given before students may participate in online video conferences, Please reply to the ParentApp sent to you to confirm to the teacher that supervision will be provided during the session.

● Your child will be able to access a daily catch up session of up to 30 minutes with their teacher each morning: Times to be confirmed

● Please identify a suitable location for your child to use for the video session for example a living room or dining area. Bedrooms should not be used.

* Parents should ensure that as far as possible distractions are removed and there is quiet.
* Parents should make every effort to support sessions delivered in this way by **ensuring their child is suitably dressed**, prepared and ready to learn.
* Parents should familiarise themselves with the expectations on pupils set down in this guidance and ensure their child adheres to them.
* Parents are responsible for ensuring that the privacy of other family members is maintained during video sessions.
* Remember, pupils are expected to present themselves fully dressed and behave appropriately. High standards of behaviour are expected for online learning sessions just as they are in the classroom.
* Adhere to the Parent Code of Conduct as appropriate to online and remote learning

**Teachers:**

* Teachers will ensure that only students who have received parental approval participate in online video conferences.
* Teachers will only use the school approved video conferencing platform of Google Classroom/Zoom and Seesaw
* Teachers will only use the agreed applications with their school provided email.
* Teachers willcontact parents and students through school email only​.
* Teachers will keep a record of each meet online (Date, time, length, attendees, and topics).
* Online meets will be kept to a reasonable time period, as devices and Internet may be in high demand at home. Sessions will be no longer than 30 minutes.
* Teachers will ensure students join the meeting with microphones muted on entry.
* Teachers will ensure students abide by the School’s Internet Acceptable Usage Policy at all times.
* Teachers must conduct sessions in a professional manner, including being suitably dressed during online sessions and ensuring they are broadcast from an appropriate location.
* Where possible, video cameras should be used against a neutral background, with the light source directed towards the instructor’s face.
* It is recommended teachers wear audio headsets, if possible (to limit audio interruptions during conferencing sessions) but this isn’t essential.
* At the end of a session the teacher must advise all students to leave the session, and when​ all students have left the meet, the teacher can then end the video conferencing session and terminate the meeting.

**Pupil:**

● Treat your video conference as you would a lesson. Be on time and be prepared.

* Use the bathroom and eat before (not during) your session.
* Be ready to listen and learn.
* 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 scheduled video conference.
* Keep your device on a secure surface, such as a table.
* Check your camera and microphone are working prior to the start of the meeting.
* If possible, you should wear a headset (ideally with a microphone) but this isn’t essential.
* Remember to behave as you would in school and abide by the schools Internet Acceptable Usage Policy during sessions.
* Chat functions should be used to ask questions and to answer teacher questions.
* Please use chat functions responsibly and as directed by the teacher.
* 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.​
* Listen, focus on the lesson and learn.
* Avoid distractions such as your mobile phone etc.
* Respect your teacher, your fellow learners and yourself by doing your best just as you would in class.
* Remember your school are putting these sessions on for your benefit but not everyone who tries to contact you online has your interests at heart. If you have any worries or concerns about something that has happened to you online please speak to your parents and they will contact school on 0151 289 5349 0r via knowsleyvillage@knowsley.gov.uk