

# Updated Ysgol Brynffordd Online Learning Live Streaming and Video Conferencing

As we move forward we are further developing our online provision. There are strict guidelines to follow and agreements that must be completed. Please ensure you read and understand all of the following information (Online Learning and Video Conferencing Agreement Version 2) and ensure all of the responses are completed.

1. What is the Name/Names of your Child/Children?

2. What Year Group/Groups is/are your Child/Children in?

### 3. Video Conferencing:

This is an event attended by invited participants with the option for each participant to have their cameras and audio on. Participants must mute and only unmute at the request of the Teacher. This type of session requires all participants to take part at the same time.

I/We have read and fully understand the above information.

- YES
- NO

### 4. Live Streaming:

This is an asynchronous approach: this means it is a live session involving a video flow from an individual to attendees. Attendees cannot be seen or heard cameras and audio are turned off to attend, questions can be asked via typed message. Live streamed events can be watched at the time live or accessed after the event to watch through the recording. The recording **MUST NOT** be downloaded.

I/We have read and fully understand the above information.

- YES
- NO

## 5.School Agreement - Teachers Will:

Only use a video conference/ Live Streaming where appropriate.

Notify participants at the outset of the meeting that the session will be recorded.

Ensure that a reasonable amount of notice is given, if pupils are required to join live streaming/video conferencing.

Ensure that they keep themselves up to date with all relevant policies and procedures including online safety, safeguarding and data protection policies.

Ensure the length of lessons is appropriate for the learners.

Check all content is appropriate prior to the lesson.

Adhere to appropriate standards of dress when in front of the camera.

Clearly communicate that 'classroom standard' of behaviour is expected from all attendees.

Remove pupils from a live streaming/video conference call if there is any breach of the pupil agreement and report this to the Headteacher.

Complete an incident form for the session if any incident occurs or the pupil does not abide by the agreement.

Not hold 1-1 live streaming/video conferencing.

Provide resources for pupils to complete during the lesson.

Manage the software so that pupils can only join, after the teacher has logged in.

Disconnect all participants at the close of the lesson/session.

I/We have read and fully understood the above information.

YES

NO

## 6.Pupil Agreement - Pupils Must:

Only join a video conferencing lesson in a shared space e.g. living room, kitchen etc.

Turn off cameras and microphones before joining a live streaming session.

Cameras can be turned on for a video conference session but pupils must be muted unless asked to unmute by the teacher.

Only enable microphones with the express permission of the teacher

This can be requested by a typed message.

Be punctual for all live streaming/video conferencing lessons/sessions.

Not record, share or download any images, recording, video or audio from the lesson/session.

Make sure their laptop/device is ready before the lesson/session begins and that they log in correctly.

Dress appropriately for all lessons/sessions.

Show respect for everyone in the online classroom.

Behave in an appropriate manner e.g. the usual expected standard of behaviour in school.

I/We and my Child/Children have read and fully understood the above information.

- YES
- NO

### **7. Parental Agreement - Parents Must:**

Ensure that pupils adhere to all aspects of the pupil agreement.

Ensure that no parents or other family members are in the live streaming/video conferencing call.

Not record, share or download any images, recording, video or audio from the lesson/session.

Not use the live streaming/video conferencing to contact teachers.

I/We have read and fully understood the above information.

- YES
- NO

### **8. Learner and Parent Consent - Live Streaming and Video Conferencing.**

Please note that Microsoft Teams Lessons via Live Streaming or Video Conferencing may be recorded by the Teacher. These recordings are the property of the school and the recording will not be shared with any other body unless there is a safeguarding concern. The recording **MUST NOT** be downloaded by anyone at any time. Live stream and video conferencing sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies, the Data Protection Act and GDPR.

I/We have read and fully understood the above information.

- YES
- NO

9.I agree to the above teacher/pupil/parental agreements and will ensure my child/children adhere to the pupil agreement. I am aware the session may be recorded.

- YES, I AGREE TO THE AGREEMENTS
- NO, I DO NOT AGREE TO THE AGREEMENTS AND WILL ANSWER YES TO QUESTION 10.

10.I do not agree to the above teacher/pupil/parent agreement and I fully understand my child/children will not be able to participate or access the learning materials from these sessions.

I will also ensure my child/children do not join any live streaming/video conferencing sessions. I am aware the session may be recorded.

- YES I DO NOT AGREE TO ANY OF THE AGREEMENTS
- NO, I AGREE AND ANSWERED YES TO QUESTION 9.

**Signature of Parent/Carer**\_\_\_\_\_

**Signature of Pupil/s**\_\_\_\_\_

**Date of Signature**\_\_\_\_\_