



Parental Agreement for Online Learning Sessions

At St Nicholas, we aim to use technology to provide some online learning in the event that a class or the whole school has to self-isolate.

We understand that we are “coming into your homes”, which is very different to the normal school experience. We have carefully created a Code of Conduct and User Guidelines to ensure everyone is safe and supported in this environment. Please read the following so you are fully aware of the rules to allow our online learning sessions to take place safely for everyone.

- We are going to be using Microsoft Teams as our remote learning platform. All our staff are trained in using Teams.
- This is a new way of working for our staff, so we ask for your patience as we develop online learning as part of our blended curriculum, should we have further home-schooling scenarios.
- We want to encourage positive use of technology in the home, so whilst the rules are to protect children & staff during our sessions, they are also there to model safe use of technology in the home. We will teach children these rules in school, but as the adult in charge at home, you need to reinforce these messages for school sessions as well as any other time they are online. As children become more confident with using online learning, however, you will need to ensure you monitor how they are using them, particularly as they get older and are keener to be independent.
- Please note that the school is not responsible for the quality of your online learning connection. The quality relies heavily on your internet connection at home and the device you are using.

Code of Conduct

1. Please read these and complete the slip to indicate you agree to these points and you will support your child to follow the rules.
2. All children must keep their log in details - email address and password private. They **must not** be shared. Only teachers and children have access to their Team (by using their log in details) and cannot join any other Team.
3. Meeting links are for the purpose of joining the session your child has been invited to. It is not permitted to share these details. Please do not share them in any group, such as WhatsApp. If information is shared, your child might not be allowed to attend further sessions.
4. Only the teacher will be allowed to record the online sessions.
5. No images/recordings of the online sessions are to be taken or shared on social media. Should we discover that you have shared details, it may result in your child not being able to join future sessions.
6. By signing this agreement, you are giving permission to the school to record your child during the online sessions, for safeguarding and monitoring purposes only.
7. The children must follow the behaviour policy of the school during these sessions. If your child does not follow these rules, they will be removed from the session.
8. Parents are not to engage in conversation with teachers during the session – this can be done over email.
9. The video on the webcam must be switched off and the microphone should be muted during teaching sessions.
10. Children are to arrive in the waiting room 5 minutes prior the session starting. The teacher will admit them.

User Guidelines & Further Information

1. Whilst we only want children on the screen, an adult might need to support with technical aspects depending on the age/confidence of each child. You may also wish to supervise behaviour if you think that will support your child.
2. The online learning sessions will be for approximately 20 minutes, i.e. not full lessons
3. The school will do its best to give at least 24hr notice if there is a reason that class may need to cancel.
4. The area your child is seated in needs to be as quiet as possible so they can hear the audio clearly and see the image on the screen.
5. If possible, use a surface that allows paperwork next to the computer/device.
6. If you lose internet connection during the session, you may not be allowed back into the meeting if the teacher is occupied in teaching the session.
7. If any future period of lockdown is for a long period, we anticipate that the exact content of the sessions will vary and develop over time.
8. The session will be recorded for monitoring and safeguarding purposes.

The following additional guidelines will apply in the event of online sessions where the children will be interacting with the teacher.

9. All participants should behave as if they are taking part in a normal class session (i.e. no eating and making sure that they are focused on the presentation and activities set).
10. The video on the webcam should be switched on but the microphone should be muted. If your child wishes to speak, they should 'raise their hand' and unmute themselves.
11. Please be aware that everything is shown on camera and heard through the microphone!
12. No other child nor adult is to be seen on the screen, as we are aiming to mirror a school session.
13. There is to be no use of virtual backgrounds – this drains bandwidth.
14. Sessions should take place in a shared family room - children should not be in their bedrooms.
15. Teachers and pupils should be appropriately dressed to attend the video conference. There is no need to wear uniform.
16. Please be aware of the background your child is seated in front of, i.e. family photos, etc... If you can keep it simple and plain, that is less distracting.
17. Do not sit your child in front of a window. This will cast a dark shadow.
18. Positive language and the school behaviour policy are to be used at all times.

If any of the rules are broken, consequences could include your child being removed from that session immediately and/or future sessions. Parents would be contacted to discuss the matter further.

Further reading

The **NSPCC** have a huge amount of excellent materials to support parents with keeping children safe online.

- Live streaming and online video apps - <https://www.nspcc.org.uk/keeping-children-safe/online-safety/livestreaming-online-video-apps/>
- General online safety - <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

ThinkuKnow is the education programme from NCA-CEOP, a UK organisation which protects children both online and offline.

- General parent advice section - <https://www.thinkuknow.co.uk/parents/>
- Live streaming - <https://youtu.be/6S5cFxoTATs>

Please return the signed agreement by Wednesday 7th October 2020.

Name of Child/ren: _____

Class/es: _____

I agree to follow the code of conduct outlined in the Parental Agreement and Online Learning Sessions and give permission for the live sessions to be recorded following safeguarding protocols.

Signed: _____

Name: _____