

BONNEVILLE

PRIMARY SCHOOL

Success for today,
prepared for
tomorrow



Live Session Policy

For Teachers:

- Will always present themselves as professionally in dress and manner as they would if they were giving a face-to-face lesson: While social media applications can encourage informality, teachers need to observe professional standards and the expectations of the school's code of conduct
- Teachers will only use the school email address to communicate with parents and must have an appropriate conference calling username
- Teachers will not share any personal information about themselves e.g. personal telephone number, email accounts, Facebook and other social media links.
- Teachers will only contact students via their parent/carers email address
- Sessions will take place in a space appropriate for lives sessions e.g. a front room or study as appropriate. Teachers will be aware of what students can see behind them, if they are filming at home
- Teachers will take extra-care to ensure that private or sensitive information and data is not accidentally shared during sessions. Bills, receipts, documents (both physical and digital) and letters/emails should not be on display. Teachers will alert members of their households that a live session is taking place
- Teachers will log on at an agreed time prior to the sessions
- Teachers will ensure that all children have left the session before logging off

For parents:

- Ensure that children are in an appropriate location, where they can be supervised e.g. at the dining table or in the living room. However, remain out of screen shot as the children are the focus for the session
- Ensure that children are given the space to share their thoughts and ideas
- Be mindful of the fact that this provision has been created for the children and they should be the focus
- Ensure that the environment in which the child will attend the session is quiet so that they can clearly hear what is being discussed
- Ensure that children are appropriately dressed in everyday clothing
- Remind children not to eat during sessions
- Ensure that no recording of sessions takes place. The sessions are intended to be live and the video and audio must not be misused in any way.
- Be mindful of inappropriate content / personal information being visible on screen
- Ensure that your child is punctual for each session
- In the instance that the display name is unfamiliar, school staff will request that the camera is on. If the camera is not turned on or there is no confirmation of the participant's identity, teachers reserve the right to remove participants from the live sessions
- The parents of all children present must have returned a permission slip. In the instance that a child is present without receipt of a permission slip, oral permission will be sought from a parent or carer during the session. A link to the online permission slip will then be

sent by school. If a child is present for additional sessions without permission being given, the adult reserves the right to remove them from the session.

For pupils:

- Microphones must be turned off until the adult leading the session asks you to turn them on
- Chat should only be used to write messages that are relevant to the session and support the learning of the group, when asked to use this by the adults leading the session
- Language and behaviour must be respectful (the expectations as described in the school's behaviour policy continue to apply to online sessions)

What you can expect from us:

You can expect staff to adhere to the policy

Sessions will never go on for longer than an hour

In the event that a child or parent does not adhere to this policy:

- One warning will be given orally and in the chat.
- Should the unwanted behaviour persist, the child will be removed from the session.