

Protocol document;

TEAMs Remote Learning lesson - protocols

- Session invite to be sent through student schedule.
- Protocols agreed by parents – no videoing or photographing.
- Sessions will be ended if protocols broken – see consent and agreement form to be completed by parent below.
- Daily live session delivered remotely by Delta Teacher (where possible class teacher).
- Register at the start of the session – welcome and behaviour expectations set.
- Teacher/ staff only host – so only teacher is authorised and can share screen.
- Content of the lesson can flexible – as relevant to students needs.

Rules for staff

1. Consent form and agreement to follow rules must be signed by parent
2. Head of Academy/ Principal should receive notification of invite if a live session is taking place.
3. Staff must use their Delta email account to host the meeting.
4. Use the lobby function to control access to the meeting – the host must admit each attendee.
5. When ending the Teams meeting, ensure that teacher controls the end time of the meeting, (ending the meeting for all and not simply leaving the meeting).
8. No videoing or other recording of the lesson.
9. Allow only students invited to access the lesson – no other students or adults.
10. Register at the start of the session – welcome and behaviour expectations set.
11. Teacher/staff only hosts - checks permissions when setting up for every lesson, so only teacher can share screen.
12. Any inappropriate behaviour where call is ended to be recorded on academy CPoms and DSL if appropriate, following academy behaviour and safeguarding policies.
13. Remember to keep personal data confidential
14. Remember not to share a screenshot of everyone, especially when it shows the meeting ID

Rules for parents

- Consent form and agreement to follow rules must be signed by parent- see below.
- Only students invited can access the lesson – no other children or adults
- Support student attendance of remote learning with the same attendance expectations as attending school.
- Ensure that students are following their timetable and accessing their remote learning offer daily.
- Provide students with an area that is as quiet as possible, removing distractions for the remote learning to take place.
- Lessons are for student participation only, no one else in the household should be contributing to the session.
- Video or photo capture of the lessons are strictly forbidden by students or parents/guardian.
- Parents/guardians should inform the student's Academy should there be any issues or concerns raised.

***Please note, live lessons will not necessarily be for the full period/ lesson; sometimes, the live element/s will be the introduction of new content, more detailed explanations, modelling by**

the teacher or giving feedback. At other times, with students working independently on set learning tasks during that lesson time.

Rules for students

- Follow the instructions and rules of the teacher during the live sessions. These include but not limited to; keeping microphones on mute, using the raised hand tool participate and having cameras on (session applicable). Your teacher will explain how it will work at the beginning of your lesson, with reminders.
- Students who do not follow teacher instructions will leave the live lesson, their connection will be ended by the teacher.
- Pupils are required to engage and participate throughout the session.
- Students are not expected to wear academy uniform. However, pupils must be modestly dressed and makeup/jewellery should not be on show.
- Language must be respectful at all times when communicating with peers or the teacher.
- Academy behaviour expectations remain the same while accessing remote learning. Any pupils who do not follow teacher instructions will have their connection ended by the teacher meaning they leave the session.
- Chat and post functions must only be used for purposeful educational requirements. All chat and posts are saved and any inappropriate use would be sanctioned as appropriate.
- Any use of mobile phones is not permitted to be used within a live session.



Please read the following statements carefully. Signing this form confirms your agreement with these statements.

- **I give consent for my child to take part in remote lessons provided by the Academy.**
- **I confirm that I am happy to use Teams as the online platform.**
- **I understand that the lesson will be delivered from a suitable location**
- **I confirm that I will organise a suitable location at home for my child to access the lessons.**
- **I agree to follow the rules for parents and I will support my child to follow the rules for students during the remote lessons.**
- **I understand that if the rules for parents or students are broken, the lesson for my child could be ended immediately.**

Parent/carer - please sign and return

Academy

Year group

Name of student.....