

Builth Wells Primary School



Live Learner Support Sessions

Acceptable Use & Data Protection Agreement – Foundation Phase

2021

Part 1: Teaching Staff:

- will deliver all live streamed sessions through Microsoft Teams on Hwb.
- will ensure that at least 2 members of staff will be present in the session.
- will end the session for all participants if poor internet connection means one member of staff has to leave intermittently.
- **will not record the sessions.**
- will ensure they abide by school policies on safety, safeguarding and data protection.
- will control access to the session by admitting pupils from the 'lobby' only when both staff and at least two pupils are present.
- will remind pupils of roles and responsibilities at the beginning of each session
- will manage the session, controlling access, enabling and disabling access to cameras and microphones and ending the session for all participants
- will aim to ensure sessions start promptly.
- will do their best to answer any questions and support pupils in their learning.
- will end the session for all participants by using 'End Meeting' and then removing the meeting from the calendar.

Part 2: Parents please help your children by:

- making sure he / she is in a quiet room with a plain background (you may join your child if they are a bit shy or reluctant).
- making sure the device is charged or connected to the mains power supply.
- making sure there are no distractions by turning off music, TV, Xbox, etc.
- making sure everyone is appropriately dressed. Remember, if your camera is on, everyone else in the meeting can see you.
- turning the camera off and keeping the microphone off until the teacher asks you to turn them on.
- turning the camera and microphone on and encouraging your child to say 'Hello / Bore Da / Prynhawn Da'. You can then keep it on for the rest of the session or turn it off at any time.
- encouraging your child to listen carefully and show respect to the teacher and anyone else in the 'session', just as would be expected in a classroom at school.

- encouraging them to ask questions. Parents may also ask, either via the microphone or by using the 'Chat'.
- making sure he / she only asks sensible questions.

Part 3: Parents

To help us ensure the live session runs smoothly and all participants are properly safeguarded, please:

- do not share any inappropriate pictures or images during the session.
- do not make any recordings or take photos of the class or teaching staff.
- do not try to set up your own live streaming sessions outside those arranged by school staff.
- make sure you and your child have left the session at the end.
- respect the fact that this is a challenging learning environment for teachers as well as your child. We are providing a wellbeing catch-up together with some learning support to the best of our ability and using fairly new technologies; sometimes things go wrong. It will not replace the quality of interaction that takes place in a face to face lesson in class but we hope it will still be a useful, positive experience.
- If you have any comment to make, please contact the school directly. Positive comments and constructive feedback are always welcome. Do not use social media platforms to pass comments which could be considered defamatory and possibly result in the withdrawal of access to live learning support sessions.