

Builth Wells Primary School



Live Learner Support Sessions

Acceptable Use & Data Protection Agreement – Key Stage 2

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: Learners

Please follow the same rules that we have on Flipgrid; i.e.

When I join a Teams live session I will:

- make sure I am in a quiet room with no other family members present and a plain background.
- make sure my device is charged or connected to the mains power supply.
- make sure there are no distractions by turning off music, TV, Xbox, etc.
- be appropriately dressed.
- turn my camera off and keep my microphone off until my teacher asks me to turn them on.
- turn my camera and microphone on when asked by my teacher to say 'Hello'. I can then keep it on for the rest of the session or turn it off at any time but remember, everyone else can see you.
- listen carefully and show respect to my teacher and anyone else in the 'session', just as would be expected in a classroom at school.
- use the 'hands-up' feature to ask a question.
- turn my microphone on to ask and answer questions and then turn it off again.
- only ask / type sensible questions and responses in the meeting 'chat'.

- not share any inappropriate pictures or images during the session.
- not make any recordings or take photos of the class or teaching staff.
- not try to set up my own live streaming sessions outside those arranged by school staff.

Part 3: Parents

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

- make sure your child is ready to join the live session on time, is dressed appropriately and is in an appropriate room, as described above.
- make frequent checks to ensure your child is engaging with the session and is behaving sensibly.
- make sure they 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.