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**Penrhyn Church in Wales Voluntary Controlled School**

**Ysgol Gynradd Wirfoddol a Reoliryr Eglwys yng Nghymru Penrhyn**

**Live Streaming – Video Conferencing**

**Acceptable Use Policy**

**January 2021**

**Live Streaming – Video Conferencing**

**Acceptable Use Policy**

Teachers agree to:

* deliver live-streamed/ video conferenced sessions only through Microsoft Teams or Google Meet using HWB
* start live sessions just ahead of scheduled time to allow a prompt start to the lesson

• notify the learners of scheduled sessions as well as any resources required during that session (documents, presentations etc)

• discuss roles and responsibilities and provide a short tutorial on the system at the outset of all sessions

* notify the school’s senior management team, learners and parents of any cancelled

sessions or changes in arrangements

• ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies

* prevent a one to one situation in any sessions by ending the sessions for **all**

participants from MS Teams or Google Meet.

• not to initiate any live streaming or contact outside of the scheduled sessions as timetabled

* On occasion an additional member of staff may be online during live streaming/video conferencing sessions

• have an additional member of staff online and present during live streaming sessions delivered from school/setting or if not practical to have a second staff member present, then to ensure the session is recorded for safeguarding purposes.

• notify all attendees if the session is being recorded and ensure that recordings of the session are not made public

Learners agree to:

* Prepare for the session in plenty of time and have an appropriate working area.
* Access the relevant files for each session in advance and have the materials to hand.

• Ensure their device is powered from the mains and have a good internet connection e.g. not too far from the Wi-Fi router.

• Choose an appropriate quiet workspace (ideally a separate room) where other family members will not be walking around and disturbing you and explain to your family you are starting a live session.

* Minimise distractions. Turn off music, tv, phone, games console in the background.

• Not to impact on the experience of the lesson for other pupils, showing respect for everyone in the online classroom.

* Ensure they are dressed appropriately and treat the session as they would in school.
* Contribute to the class in a positive manner and not be disruptive at any time.

• That parents can support their pupils with the technology but should not ask questions or speak for their child during the session.

* Only comment or raise questions on the topic being discussed.

(Comments or questions which are inappropriate being removed from the conversation facility.)

* Conduct themselves in an online session as expected in any sessions whilst understanding that any disruption will be dealt with by the school’s behavior policy.
* Schedule any updates on laptops outside sessions.

• Not make recordings/images of the class or the teacher or any part of the session using another device.

* Not record or take screenshots of any aspect of the session, including the teacher and the class.

• Not initiate any live streaming or contact outside of the scheduled sessions as timetabled.

**Guidance for Parents and Guardians in accessing Microsoft Teams:**

**Class 1, Class 2 & Class 3** will be using MS Teams for live streaming.

**Class 4** – to prepare them for transition to Ysgol Harri Tudur are using Google Classroom.

• Your child will be added to a MS Team or Google Classroom by a member of the teaching staff - a short video explaining accessing MS Teams through Hwb is available on YouTube https:/[/www.youtube.com/watch](http://www.youtube.com/watch)?v=GEK0mr4EG3w

-a short video explaining accessing and handing work in through Google Classroom through

Hwb is available on YouTube https://youtu.be/\_zWxvK64lUQ

* A tile for that class will then appear in their MS Teams or Google Classroom area
* They will be then sent an invitation to the Live meeting
* Please contact us if you have any problems
* The terms and conditions for using Hwb are provided via this link:

https://hwb.gov.wales/support-centre/trust-centre/data-protection/terms-and-conditions

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Parent/carer consent - Live Streaming, Video Conferencing and Recording of Live Sessions for pupils under 13 years old.

*Please note that Microsoft Teams/Google Meet sessions may be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern.*

*Live-stream or Video Conference sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR.*

I understand that the Microsoft Teams/Google Meet sessions that my child may take part in may be recorded.

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer full name ……………………………………………………………………..

Date ……………………………………………….……

[ ]  **I give** consent to take part in live sessions, live-stream sessions and for video conderences that I participate in to be recorded.

[ ]  **I do not give** consent to take part in live stream sessions and for live-stream sessions that I participate in to be recorded.

Parent / Carer signature ……………………………………………………