



Live-Sessions 'Appropriate Use Agreement'

The live-streaming of sessions may be used to enhance the learning provision

For 'Live-Sessions' to be effective, the following criteria must be agreed prior to every live-session and followed during the live-session:

Teacher agrees to:

- only use MS Teams as the platform for live-sessions;
- this 'Appropriate use Agreement' to be shared via email, with all parents;
- calendar a live-session with the class/group at allotted time in the MS Teams calendar
- update the MS Teams calendar about any cancelled sessions or changes in arrangements;
- be appropriately dressed;
- explain the rules at the introduction of the session, e.g. who can speak, how to ask a question or ask for help;
- allow learners the choice of participating through either video or audio facilities;
- remove a learner from the live-session if they fail to meet the criteria of this agreement;
- ensure two members of staff present for a session and if not possible, record the session
- prevent a one-to-one situation at the end of an online class by disconnecting all participants from Teams at the close of the session;
- turn off any devices such as Alexa and Google/Siri.

Pupil/parent/carer agrees to:

- be punctual for all sessions;
- make sure they have all power adaptors and laptops ready before the session begins and are logged into the session;
- show respect for everyone in the online group;
- dress appropriately for all classes, thinking about respect for others;
- ensure the location they log in from is appropriate, i.e. give consideration to background noise and if using the video facility ensure consideration is given to background, camera angle, privacy, etc.;
- seek to contribute to the group in a positive manner and not be disruptive at any time
- not share images of the class;
- turn off any devices such as Alexa and Google/Siri.