

St. Godric's Catholic Primary School

Acceptable Use Policy (Online Lessons)



We love, value and respect each other.

Specifically, for delivering and accessing online lessons during school closures or isolation periods

By taking part in an online Teams lesson, you are agreeing to the guidelines set out below.

All online activity will be conducted to the same safeguarding standards and behaviour expectations as you would see in the classroom at St Godric's Catholic Primary School.

Lessons should be hosted by the teacher in a safe, secure and controlled online environment using the video conferencing facility in Microsoft Teams.

This guidance covers what needs to be considered to ensure staff and children are protected during this process.

Staff Guidelines

- Only use your school email to send invites to the lesson
- Staff should continue to contact their DSL if they have concerns about a pupil
- Backgrounds should be blurred or should contain neutral objects
- Avoid 1:1 conferencing with a pupil – so do not start or end the meeting with a single pupil.
- Follow the school behaviour policy, if there is an incident the child could be removed from the lesson and SMT could contact parents.
- Be aware of the quality of the picture being shared – sometimes additional light will improve the quality of the video. Consider reducing other household use of the internet when delivering lessons to avoid buffering.
- Remind all lesson participants to have their microphones off and only ask questions via the Chat function or by using the 'hand raise' function first before unmuting their microphone. This way you can monitor what is shared with the other pupils.
- Remind your pupils of the expectations (listed in their guidance).
- You should start and end the Teams lesson according to your scheduled times.
- You should not have your mobile phone with you whilst delivering your lesson.
- If children have time to chat before and after the lesson, please make sure an adult is present, and that an adult starts the session and also is the last one out at the end – even if you have to remove pupils.

Pupil and Family Guidelines

Reminder – Children are not in school, but they are in a lesson and are expected to:-

- Be dressed in reasonable daytime clothes

- As far as possible to be in a reasonably quiet room (No TV) with their books, pens, pencils etc.
- Not be eating during the lesson
- To be respectful, as would be expected in school
- You should not have a mobile phone with you when the lesson is taking place.
- You must not take photos or screen shots at any point in the lesson.
- All work uploaded to Teams should be your own.
- To mute their microphone when not in use
- You should turn up for a live online lesson on time and with the appropriate equipment for that subject.
- To ask a question, use the chat function or raise your hand to get the attention of the teacher who will ask you to unmute microphone
- Any comments in the chat during the lesson should be about the lesson

If you feel uncomfortable or feel that anything inappropriate has happened in the virtual environment you should contact Mrs Craig, the Headteacher and Designated Safeguarding Lead.