



Guidance For Parents/Carers and Students Using Live Video Streaming - April 2020

INTRODUCTION

This document provides guidance and support on the use of video when learning from home. The school has provided its guidelines around using video in response to increasing requests from staff to use live video and pre-recorded videos with students in some of their lesson delivery.

Pre-recorded lessons and live video streaming sessions can be helpful, but they are by no means compulsory and live lessons will only take place in certain subjects where staff feel this is beneficial to learning.

Whilst delivering 'live lessons' online through video conferencing software or apps can be a great way to try and replicate classroom learning, caution has been advised around 'live-streaming' lessons. Hence, why we have created this guide to help parents/carers and students consider some of the issues that may arise when engaging in an online lesson.

USE WITH YEAR GROUPS AND CLASSES

Live video streaming of lessons will currently only be used with Years 10 and 12.

Pre-recorded lessons may be used with Years 7-13.

WHAT PARENTS AND CARERS NEED TO CONSIDER

Conduct

It is important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. They should follow the **Caldew Code of Conduct**. Encourage them to remain polite and remember their manners. Position your computer or webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.

Communication

If your child is part of an online lesson, they may need support in setting up the relevant software and communication platforms in order to take part. The school will usually provide the relevant details on how to do this, however, it's worth ensuring that you have some awareness of the privacy and security settings so that you know that all communication is secure. The platforms we are using are Microsoft Teams, Google Hangout and Zoom.

Content

Try to take an interest in your child's live lesson if you can and stay close so that you can aid them if necessary. Try to find out who is hosting the lesson, what the lesson is about and what tasks they will be set. If they are required to conduct internet searches, ensure parental controls are in place. However, please do not join in with the lesson and make sure you are out of view and unheard.

WHAT STUDENTS NEED TO CONSIDER

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Do not share your password with anyone.

- Change your password if you think someone else might know it.

1. When using an online platform you should only log on with your @caldewonline.com account where you can. For Zoom you will need to use your own account.
2. Be sure to mute your mic as soon as you sign on and whenever you are *not* speaking. This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.
3. Consider muting your video if you are talking with someone else in the room, or doing anything else that might be distracting to others.
4. Close unneeded applications on your computer to keep the video optimally functioning.
5. You might want to use a headset with an external mic for best hearing and speaking capabilities.
6. When you are speaking, let others know that you are finished by saying one of these sign-offs: "That's all." "I'm done." "Thank you." So that everyone knows you have finished your comments.
7. If you want to speak, physically raise your hand or use the "raise hand" feature that is available on most platforms.
8. Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.
9. Be sure that there is nothing visually distracting (e.g., cars or people going by) in the background too.
10. Remember to sign out or "leave the meeting" when the session is finished.

Other things to note:

Dress with Respect

Make sure you dress appropriately for the session.

Think Before You Write or Speak

Although you may not see everyone's faces the entire time during an online class, keep in mind that you should show the same respect to your teachers and fellow students that you do in class. Chat speak or other informal language that you might use when communicating online with friends may not be appropriate in a classroom context.

Your teacher may provide additional guidelines for online class learning. Be sure to review and follow these guidelines. Also, remember that the **Caldew Code of Conduct** still applies to all lessons.

Respect Diversity

Your virtual classroom should be, without question, a safe space for people of all races, genders, sexes, ages, sexual orientations, religions, disabilities and socioeconomic statuses. Derogatory and sarcastic comments and jokes that disrespect anyone are fundamentally unacceptable, especially in the classroom. Offensive language or language that could be seen as offensive is also unacceptable.

ONLINE SAFETY

All staff have read the 20 safeguarding considerations for livestreaming prior to delivering any livestreamed sessions

The school will be in regular contact with parents and carers and will use these opportunities to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school (if anyone) their child is going to be interacting with online.

There is a lot of advice available to help keep your child safe online. We have updated our information for parents and carers and below are some useful links to online resources to help support you in doing this:

- [Thinkyouknow](#) (advice from the National Crime Agency to stay safe online)
- [Internet matters](#) (support for parents and carers to keep their children safe online)
- [Parent info](#) (support for parents and carers to keep their children safe online)
- [LGfL](#) (support for parents and carers to keep their children safe online)
- [Net-aware](#) (support for parents and careers from the NSPCC)

It is also very important that your child knows that they should always raise and then report any concerns whilst online. Below are some useful links to help them do this as well school email addresses for safeguarding and pastoral staff which are listed above:

- [CEOP](#) - for advice on making a report about online abuse
- [UK Safer Internet Centre](#) - to report and remove harmful online content