



English Martyrs'

Policy & Protocols for Video Conferencing (including live teaching & lessons) with Microsoft Teams

Introduction

These protocols aim to ensure that Video Conferencing (including live teaching & lessons) with pupils at home, are safe, secure and continue to model the high standards set by our school with our pupils.

This is guidance for running Video Conferencing (including live teaching & lessons) over Microsoft Teams and how to do this safely and best engage the pupils.

Principles of Video Conferencing (including live teaching & lessons)

- Adhere to the school's staff and pupil Behaviour for Learning policy (code of conduct) – professional attire, language etc.
- Pupils **MUST** notify their parents/carer/adult responsible for them in the home when they are participating in a Teams video conference
- Treat Video Conferencing (including live teaching & lessons) classroom just as you would at school
- Turn your camera on and have your camera at eye level
- Stay muted unless you're talking to reduce background noise
- Make sure you sit in a well-lit room, that can be supervised by parents/responsible adults
- Be mindful of what's going on behind you. Think about having a solid wall behind you, not a mirror or turn on a virtual background
- Do not post pictures of your virtual class on personal social media or elsewhere online

Parental consent

Please note that it is advised Microsoft Teams accounts are only accessed by people over the age of 16. If you would like your child to be part of a Teams call, please help them set this up, if they require support, and join the room. Please be aware that you are consenting for your child to take part in a call that features video and audio facilities. For safeguarding measures, we will be recording the calls. These may be shared with other class members who were unable to join the call.

For more information on Microsoft Team's compliance with UK GDPR see:

<https://www.microsoft.com/en-gb/trust-center/privacy/gdpr-faqs>



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Participation

- Pupils **MUST** notify their parents/carer/adult responsible for them in the home when they are participating in a Teams video conference
- Please aim to be prompt to any meeting/session
- Please wear appropriate clothing for the meeting/session (no pyjamas/Onesies etc)
- Pupils under the age of 16 should not set up their own Microsoft Teams account and it should only be used through personal invite from school staff
- Parents are accepting responsibility of their child's conduct and behaviour of their child during the video conference, by accepting the invitation to participate
- Parents are accepting responsibility of the conduct and behaviour of other household members during the video conference, by accepting the invitation to participate
- Only pupils in the class for whom the session/meeting is planned for should be on screen and participate (not parents or siblings/other family or household members)
- The title of Teams meetings will be scheduled by the class teacher and with the knowledge of the Headteacher
- Staff will host the meetings in school unless they are observing self-isolation, in this circumstance, they will host the meeting in a central, safe and appropriate place
- We will share the link to meetings with you in advance, via email
- Staff will have control over the screen sharing facility
- The chat facility will be controlled by the host/staff member
- Staff have the responsibility and right of removing a participant due to behaviour, either of themselves or other household members viewable on screen or if they are unknown
- If someone who's not meant to be there somehow manages to join our virtual classroom, we can easily remove them from the Participants menu
- Emails will be used to invite participants who will follow a unique link to join
- We will always exit the live meeting for all at the end
- Additionally, staff have in-meeting options to control the meeting:
 - Disable video: Turn off a pupil's video to block distracting content or inappropriate behaviour while in session.
 - Mute pupils: Mute/unmute individual pupils or all of them at once.
- We will remind pupils not to share personal information during the session.
- Once recorded, meeting videos will be saved in a secure location (on the school network only accessed by school staff)
- We will spend some time at the beginning checking that pupils understanding their audio and video. This may be through a quick game at the start of the call, for example
- We will discuss online etiquette and expectations of the pupils in their first meeting and periodically revisit this topic
- We will take time to promote questions, comments, and reactions from the pupils
- We will show them how muting and unmuting works and support them with asking questions or sharing comments aloud

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