



School Agreement for video-conferencing and live-streaming of lessons

The following expectations apply to all lessons/sessions using video-conferencing and/or live streaming. Failure to observe this agreement will result in a pupil being blocked from the lesson/sessions. Any breaches of the agreement will be reported to the school's senior leadership team who will decide upon any further action/consequences.

Staff will:

- discuss roles and responsibilities with pupils at the outset of all lessons/sessions
- notify the school's senior management team, pupils and parents/carers of any scheduled lessons/sessions, cancelled lessons/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 at the end of an online class by disconnecting all participants at the close of the lesson/session.

Pupils will:

- be punctual for all video-conferencing lessons/sessions
- access the relevant files for each lesson/session in advance and have the necessary resources to hand
- make sure they have all power adaptors and laptops/devices ready before the lesson/session begins and are logged into the lesson/session
- show respect for everyone in the online classroom
- dress appropriately for all lessons/sessions, thinking about respect for others
- ensure the location they log in from is appropriate and change their 'background' setting as agreed with the teacher
- contribute to the lesson/session in a positive manner and not be disruptive at any time
- not share images of the session or lesson.