



Appendix to Remote Learning Policy

Live Streaming or Videoing lessons

Live Streaming can be a great way to present information or lessons to your students. It is now an expectation that teachers use video or live lessons as part of their daily remote learning sessions.

This is what we at Monkton Academy will do:

- We will only use school controlled collaboration tools, G Suite or Microsoft. We will never use a private email or Google account.
- Normal AUP rules apply. All communications should be polite and respectful. This is work related, and students and adults should conduct themselves as though they are in a normal school environment.
- We will set ground rules of when we will be sending work online and be available for communication.
- We will notify the Principal of all unusual situations to avoid accusations of impropriety, and where possible to seek approval in advance.
- We will be mindful that we may be excluding pupils, as they might not have the technology or the space to be able to access the resources. We will make every effort to eliminate this as an issue.
- E Safe is actively monitoring all activity, students and staff should be reminded of this and be aware of it.
- We will ensure the place chosen to make their video is suitable, i.e. that it is not in a bedroom or other private place. It may be inappropriate or impossible due to others present in both teachers' and students' homes.

- A video chat must never take place with only one staff member or student online and those taking part should ensure no personal or inappropriate information is in shot (phone numbers, beds, adult material).
- We will never broadcast from a personal YouTube channel, and bear in mind that the age for using YouTube is 13.
- We will ensure that only staff members can start the stream, and only school staff should invite others to join.
- If we intend to record the session, we will seek permission from parents for their child to be in the video.

[Data sharing and consent form](#)

[Consent form](#)

- Students are reminded that they are prohibited from recording the session either through the platform or by using a mobile device to screen shot or capture.
- We will set ground rules of when students can speak. Ask them to mute their mics if in a Google Meet and use the chat window or hand up function for questions.
- Set the time for the session and stick to it. It should take place during what would have been a normal school day and time.

This document is useful to share with parents and students as it outlines their expectations of Remote Learning and video sessions:

https://drive.google.com/file/d/1WoQ5LPvYep5F1ENjHOo5WB7zmR_tfK0D/view