



## Live Session Agreements

### **As a parent I agree that...**

I will be present at the start of the lesson, support my child to be on time and have all the relevant resources needed for the online session.

I will make sure the online session takes place in an appropriate area, for example, somewhere quiet and in a place with minimum distractions.

If the child wishes to use their camera in the session, I will have given consent for my child to engage in the session.

I will make sure my child and other members of the household are aware the online session is happening.

I will make sure members of the household are wearing suitable clothing if there is the possibility of them appearing on the session.

I will adopt the same conversation and language expectations in the online session as normal school conduct and ensure family members adhere to this.

I will supervise my child's internet use and online learning - making sure I am aware of what they have been asked to do and the online resources they need to access.

I will not record, take or share photos/screenshots from online sessions. No details of the meeting will be shared or retained and no comments will be posted on social media.

If I have any concerns about the session I will discuss these after the session with the teacher or contact the Headteacher.

If a member of staff calls/live online video calls to speak to my child, I will check that I know who they are, speak to them before my child and stay in the room during the conversation. A staff member should have informed me of any one-to-one contact before a call is made via telephone.

I understand that any safeguarding issues which arise from the meeting will be reported following the school's Safeguarding Policy and Procedure.

## **As a pupil I agree that...**

I understand that the online platform is an extension of the classroom and I will behave as I would in school.

I will take part in my online session in an area that is safe, quiet and free from distractions.

I will be on time for my online session.

I will make sure I have all the resources I need for the online session.

I will be dressed appropriately for my online session.

I will make sure my parent/guardian has given consent to the school before using my camera in a session.

I will blur my background or have a blank background throughout the session. If my device does not allow me to blur/change my background, I must ensure that I am sat against a plain wall to avoid other people from being in view of the camera.

At the start of the session, I will mute my microphone and turn my camera off.

I will use the 'raise hand' feature to show that I want to speak.

I will only unmute and turn my camera on when my teacher tells me to.

When contributing to the chat my comments will be relevant, kind and respectful because they can be seen by all the people in the session. I will not use any other chat feature in any other area of Teams during the live session.

I will remain focused during sessions. I will interact patiently and respectfully with my teachers and peers.

I will not record or take any photos/screenshots during the online session.

I will not use any of the 'tools' unless I am asked to by the teacher.

I will leave the session when my teacher tells me to.

When I am posting photos of my learning, I will always check with my parent/carer before uploading a photo, and I will try to make sure my photo is of the learning, is clear, is the correct orientation, and does not include anyone in my house.

## **As the teacher I agree that...**

I will record all live sessions using MS Teams.

I will ensure that the background is blurred at all times or an appropriate background is on display.

I will be dressed appropriately for the online session.

I will make sure I have all the resources I need for the session.

I will be on time for the online session.

I will host the online session in an appropriate environment, quiet and free from distractions.

I will only use the school's agreed online platform for the online session.

I will only use my school email/log in details and the child's email/school log in details.

No personal information will be shared.

I will remind children of the expectations from the checklist at the start of each session and register pupils that attend the session using the shared Daily Engagement Register.

I will make sure only children who have consent are using their cameras, checking the updated Daily Engagement Register for parental consent.

I will give prior notice of any meetings including the length of any online sessions and the resources the children will need.

If I have any concerns about the child (or other members of the household) using unsuitable language, dress or location the session will be ended for the child. Concerns will be logged and passed on to the Headteacher/SLT member to be followed up.

If I make a one-to-one phone/live online video call, I will speak first with the parent/carer to check they are aware of the call. The parent/carer must stay in the room for the duration of the call. Session will be recorded to safeguard all involved.