Remote Live Lesson Procedures

2020

1.0 Purpose and Aims

The purpose of Haileybury Turnford's Microsoft Teams live lesson procedure is to ensure every child is safe online and protected from harm. This means we will always work to:

- Protect children, young people and staff members during Teams remote teaching
- This procedure sets out the purpose, aims and protocols for safeguarding students and staff during Microsoft Teams remote teaching
- The procedure gives clear direction to staff, parents and students of our expectations and their roles with regards to Microsoft Teams remote teaching
- This procedure applies to all students, staff and parents who use Microsoft Teams for remote teaching

Microsoft Teams is a digital hub used by teachers and school leaders at Haileybury Turnford. It provides a communication-based workspace. Teachers and students will need to download the Teams app or access Teams on Microsoft.com, which will provide this resource for teachers and students. Teachers and school leaders can create 'Teams' to communicate and facilitate remote lessons to their students, in a safe, secure environment for both the students and teachers. The team can access files and other learning materials right at their finger-tips. When applicable, Teams can see one another, listen to one another and communicate through messaging. Teams can be used on any device allowing collaboration.

2.0 Protocols for teachers and school leaders:

- Set up your team (class) using the training guidance titled 'Teams-Guide---Staff V4'
- The teacher will be the organiser/presenter
- Teacher begin their lesson by displaying the Haileybury Turnford live lesson slide (shared in training)
- Teachers use Teams for their KS4 and KS5 classes only
- Teachers will inform students that they will record the lesson, which will be stored on our online cloud server
- Use 'background blur' to minimise distractions
- Sit against a neutral background
- Avoid recording in bedrooms if possible (if that's not possible, teachers should use a neutral background)
- Wear appropriate clothing

- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Teachers must remain professional at all times whilst using Microsoft Teams, including use of language
- The teacher Microsoft Teams account is used exclusively for the purpose of their role at Haileybury Turnford
- Teachers will remind students of the student protocols
- Teachers can mute, turn off student cameras and remove a student from the team if they so wish
- Teachers should be aware of and make use the Microsoft Teams guide, found in the Microsoft Teams Guidance Materials section on OneDrive
- The virtual hands up button allows students to ask and answer questions, but you can mute them so they can't just talk over each other. If they raise their hand, unmute them so you can hear they comment/question
- Staff must seek permission for 1-1 tuition online from JDA or a member of SLT and must record all such sessions
- Teachers are to deliver their Teams lessons only whilst on-site using school property or remotely using school equipment

3.0 Protocols for parents

- Parents should be aware that students are expected to adhere to the school's usual behaviour code. This includes being professional, speaking politely and respecting other members of the school community. Their use of Teams during periods of school closure is governed by the school's 'Online Safety' and 'Acceptable Users IT' policies, details of both are available on the school website
- Parents should be aware that all messages that students leave on the chat function can be seen by their classmates, teachers and parents. If they post anything irrelevant or inappropriate, they will be barred from joining further sessions
- All students must disable their camera facility
- Microphones should be muted unless they are directly asked to contribute by the teacher
- Parents will remind their child of the student protocols listed below

4.0 Protocols for students

- Students are 'attendees' on Microsoft Teams
- Students will use their school email address to access their Microsoft Teams account
- Prior to joining the Teams meeting, students will turn off their microphone and camera as displayed on Microsoft Teams screen when joining the lesson
- Students can communicate with their teacher if asked to by clicking on the 'chat' icon on the left-hand side of their screen, which their teacher may display if they choose to do so
- Students may be asked by their teacher to turn on their microphone if they would like to ask a question and interact in the lesson

- Students can ask a question by using the 'Raise your hand' icon. They must then be asked by the teacher to unmute their microphone, ask the question and then mute their microphone afterwards
- If asked to use the microphone by their teacher, students must use appropriate language and be respectful at all times to members of staff and other students in the team, following the school behaviour policy
- If students do not adhere to the student protocols, the teacher will remove them from the Teams meeting and contact parents/guardians. They may also be banned from future use of Microsoft Teams
- Students are accountable for what they say on their microphones or in writing (just like at school). Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
- It is expected that pupils will engage in lessons in a manner as similar to regular classroom learning as possible. This includes: not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher, nor are other functions on computers; pupils should have all their equipment ready before the lesson
- Behaviour when working as part of an online lesson should be as expected in normal classroom learning: quietly attentive; prepared to ask and answer academic questions; attempt learning tasks in good faith, whatever the challenge; engage respectfully with others when collaborating

5.0 Documentation Control

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