



## Rules for Accessing Online Lessons

Teachers may provide online lessons via Zoom or Microsoft Teams.

You will need to download the appropriate software for this to work. This will need updating regularly so that it is the most up to date version that you are using.

Teachers will provide you with access codes for you to connect with the live lesson.

Please be aware that the following rules apply to online lessons:

- No 1:1 lessons will take place, they will be with groups only.
- All participants will enter the waiting room before being admitted to the lesson. Attendees will be muted on joining.
- All participants must be fully clothed in suitable clothing, as should anyone else in the household.
- Any computers should be used in appropriate areas (not in bedrooms), and where possible be against a neutral background.
- Language must be professional and respectful, including all other members of the household.
- Videos may be muted for pupils at times.
- You can communicate with the teacher using the chat function or by raising your hand.
- A new meeting room will be set up each time.
- Log out of the browser at the end of the session.
- Meeting links should not be publicised on social media.
- Pupils will not be asked to share personal information.
- Some sessions will be recorded to share on learning platforms for anyone unable to access the lesson at a specific time. By accessing the lesson, you are giving consent to this.
- Children need to identify themselves either on video or by name so that we can ensure the session is secure.

By allowing your child to attend you are giving permission for them to take part and agreeing to following the rules outlined above.

We would ask that you stay in the room with your child whilst they are accessing online lessons.

If you need any further guidance or support, please contact the school office, your class teacher or consult the e-safety guides available on our school website.