



Balfour Junior Academy

Protocols for Virtual Live Lessons

These protocols have been designed to protect your child and school staff when they are teaching and learning together online.

Please read this document carefully and ensure you and your child understand the protocols.

- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.
- Make sure you know who your child is talking to or messaging.
- All digital devices must be used in appropriate areas of the house, for example, not in bedrooms.
- During an online lesson or assembly, if cameras are switched on, your child must wear suitable clothing (no pyjamas or offensive slogan T-shirts) as should anyone else in the household.
- Live lessons may be recorded for monitoring purposes. The recorded lessons will be securely stored for a maximum of one year and then deleted.
- All language used must be appropriate, including any family members and adults in the background of any household.
- Students are expected to behave in the same manner as they would do in the classroom i.e. without any disruptive/inappropriate behaviour. We expect pupils to be courteous, polite and respectful to the teacher and to other pupils, including when using the chat function.
- The Teams chat function should only be used for work-related discussions, relevant to the learning taking place.
- Children should be discouraged from eating during online lessons. Having a drink whilst learning and participating is permitted.
- When your child is learning online, please reduce distractions i.e. television, telephone calls, pets etc. in the background.
- Pupils should wait for the teacher to start the lesson and not begin the meeting themselves.
- If technical difficulties are experienced, please remain patient and follow any instructions the teacher or support staff may give in order for the lesson to continue. While we will do everything we can to resolve technical issues, lessons may be postponed or cancelled at short notice.
- The content of any online lessons provided are for use by Balfour pupils only and must not be shared, including on social media.
- Please engage in conversations with your child after the lesson and discuss the learning tasks and assignments. This will help your children to strengthen their understanding of the learning content.
- Remember to consider and balance your child's emotional wellbeing too by providing ample room and time for reflection, physical activity, conversation, and play. The teacher input will be online but most of the activities and learning should be completed away from the computer.

School staff will:

- use the audio and screensharing functions of Teams and if they choose to; teachers can use the video function but this is not compulsory.
- be dressed appropriately and remain professional throughout the live lesson.
- prevent a one-to-one situation between children by ending the meeting for all participants.
- ensure that they keep themselves up-to-date with all relevant policies and procedures, including online safety, safeguarding and data protection policies.
- only use school email addresses to communicate with parents.
- report any safeguarding concerns to the school's Designated Safeguarding Lead, through the usual procedures.
- ask a pupil to leave the online lesson if any of the above protocols are not followed.

Please contact the school if you have any questions or concerns.