Pupil Guidance (Streamed Lessons)

This guidance is set out to give clarity on the expected protocol when attending live online streamed lessons. The majority of these will be through Google Meet via Google Classroom.

• Where possible seek to be in a central place in your home when engaging in a lesson.

• You should be dressed appropriately - as if it was a non-uniform day.

• Your online name appearing on screen should be your full name, if it isn't your School username. This will allow you to be recognised by the member of staff and avoid you being removed from the meeting. You should keep this in mind particularly if you click on the meeting link as you will appear as the person on the device which you are using.

• You should sign in using your own @c2ken.net School password.

• Raise your hand – virtually (using the function) if you want to ask a question.

• You should stay muted throughout the lesson – unless the member of staff decides to unmute you in response to a question or that you have been asked by your teacher to contribute to the class.

• The most successful and engaging classes are those where all pupils are visible via their camera. This helps to replicate as best possible the same situation that would be found in a physical classroom.

• Ensure your background is neutral, free from distractions and any inappropriate or identifiable information.

• If you are asked by the teacher to share your screen at any stage you should consider what the other participants will be able to see e.g. files, images, browsing history.

• You should never ask for, or share personal information, including contact details during the lesson.

• If you leave the room for any reason you should stop video function and ensure your mute mic is muted until you return.

• You should be punctual when joining the meeting, following the start times sent by your teacher.

• You **must not** share the meeting ID and/or passwords with anyone.

• In order to comply GDPR Regulations live streamed lessons/meetings **should not** be recorded by either parents or pupils or anyone else apart from the teacher initiating it (for their own teaching purposes e.g.).

• *Behaviour deemed to be inappropriate at any stage during a steamed lesson will result in the pupil being removed from the virtual meeting and follow up in accordance with either the Positive Behaviour Policy, ICT Acceptable Use and Digital Media Policy and/or Safeguarding and Child Protection Policy.*