



Beaulieu Park School Live Lessons for Parents/Carers

Live Lessons Acceptable Use

You have given permission for your child to interact with teachers and fellow class members using **Microsoft Teams**. This includes permission to communicate using microphone and camera.

Students must be on time for the meeting, they will be muted and only able to speak when invited to do so by the host teacher.

Should you or your child be invited to a live lesson by an individual or organisation not using the above procedure, the invitation must be reported to the child's Head of House immediately as a potential safeguarding issue.

Teachers should not be invited to meet on **Microsoft Teams** by parents/carers or by children.

As a parent/carer, you are responsible for supervising the suitability of your child's online access, communication and the 'home' setting. This includes ensuring children have a quiet, safe space from which to meet (in an appropriate room), are wearing appropriate clothing, and that there are no age-inappropriate or unlicensed background noises, visuals or moving images. Children should not attend the lesson in their bedroom or bathroom area.

Only the invited child may join the meeting, adults and other children will not be permitted to participate. Each meeting will be ended by the host teacher. If you have any concern about the meeting you must follow the usual procedure of outlining your concerns to your connected Head of House via email.

Live lessons are recorded by teachers only and will be shared on the relevant Microsoft teams channel so that students may watch them back.

Students may not take screenshots or any other photo or recording of the class session, they do not have permission to do so and if children do, this will be a breach of GDPR data laws and could result in children not being able to participate in further live lessons.

Teachers will approach **live lessons** as being an extension of the classroom learning environment. As such, classroom and school expectations, procedures, policies, and rules will be adhered to as normal - by teachers and children alike. Teachers will facilitate and lead all meetings and will follow the BPS behaviour policy and classroom expectations.

Please remember that students may not make their own recordings of any presentations as this would be a breach of GDPR data laws. No images of staff maybe stored by students or manipulated in any way as this would be a breach of GDPR data laws.



Beaulieu Park School Live Lessons Acceptable Use Guide for Students

Preparing for your live session	During the lesson	Safeguarding
<p>Make sure you have a quiet, safe space from which to meet (in an appropriate room – do not be in your bedroom or the bathroom).</p> <p>Make sure you are wearing appropriate clothing.</p> <p>Make sure there are no age-inappropriate noises, pictures or moving images in the background.</p> <p>Be on time for the lesson, you will be muted and only able to speak when invited to do so by the teacher.</p>	<p>Your camera should be switched off unless your teacher asks you to turn it on.</p> <p>Be respectful to staff and other students at all times throughout the live lessons.</p> <p>You can use the reactions bar to put your hand up and ask a question.</p> <p>Make sure your questions are polite and sensible.</p> <p>If you behave inappropriately you will be removed from the live lesson and your parents will be contacted.</p> <p>Make sure you complete and the work that you are asked to do by your teacher to the best of your ability and ask for help if needed.</p>	<p>If you are invited to a live lesson by an individual or organisation not using the above procedure, then the invitation must be reported to your Head of House immediately as a potential safeguarding issue.</p> <p>Live lessons are recorded by the teacher, but you must not take screenshots or record any part of the live lesson, as this is a data breach. You do not have permission to do this and if you do, this could cause serious consequences.</p> <p>If anything unsettles you or worries you about the live lesson report it to your parent/carer or Head of Year the same day.</p>