

'Live Video Lesson' Consent - PLEASE READ, SIGN and RETURN the REPLY SLIP

The school would like the option of teaching 'live video lessons' using Microsoft Teams.

We need to be sure you are clear on how these will work, what we will do and what we expect you to do to keep your young person safe online.

Please read through this document with your child to ensure they are aware of everybody's responsibilities.

In order to make sure that your young person stays safe online, we ask that you do the following:

- Where possible, please make sure there is an appropriate adult nearby so that your young person can ask for help if they need it.
- Your young person must, where possible, take part in the video call in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body). All members of the household must be aware that the call is taking place and make sure they use appropriate language and behaviour when nearby or in the background. Some of the video calling software has a built-in option to 'blur' the background - you may feel this is an appropriate feature to turn on.
- You will make sure your young person has 'logged off' the call correctly and signed out before turning off any devices.
- You and your young person will not try to contact any staff using these online tools outside of the prearranged calls. If you need to contact a member of staff for any reason you will do so following your normal contact procedures (i.e. emailing).

In order to protect your child:

- No member of staff will contact you outside of any pre-arranged meetings using these online tools and if they do need to contact you will do so following their normal contact procedures (i.e. emailing)
- Leaders will watch through and check any links or videos they may direct students to. They will make sure everything they use is age-appropriate.
- If not working in school, staff will ensure they are in a communal living space throughout the call. Where possible they will blur the background in any video calls and any members of their household will use appropriate language/behaviour throughout the call.

Please turn over the sheet to read the Trinity Live Video Lesson Code of Conduct and complete the reply slip.

Trinity Live Video Lesson Code of Conduct

Students taking part in a live video lesson are expected to follow the usual rules of the classroom, *ensuring that their behaviour does not impede the learning of others.*

- All 'live' lessons will be recorded and monitored.
- Students should expect their teacher to request to see them on video when they sign in to the lesson, to ensure that they can be identified, but in most cases after that the video can remain off.
- At the end of the lesson, the teacher may ask students to switch on the camera again before signing out.
- Students are expected to have the "mute" button on at all times and only unmute themselves when directed by the teacher.
- Students may be asked to use the chat function to answer questions. They should answer in the same manner that we expect of them in school.
- Student will be removed from the lesson if the teacher believes that the rules above or not being followed.

Please return the reply slip below:

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Name of child ..... Form .....

**I consent/do not consent (delete as applicable) to my child taking part in live video lessons online**

**My child accepts and understands the Trinity Code of Conduct**

Your signature ..... Date .....