

As part of our blended learning provision, we may make use of online learning.

Online learning may consist of:

- >live sessions/tutorials delivered via Google Meet
- >live check in with form tutor
- >pre-recorded instructional videos
- >Q&A session with classroom teacher in relation to work set

All live sessions will be recorded for safeguarding purposes. This does not mean that they will be available to view at a later date so your attendance at a scheduled session is important. The recordings will be stored securely on Olchfa's Google for Education account.

By signing this form you are agreeing to the following principles in relation to live sessions/tutorials:

Learners will:

- > Prepare for the session in plenty of time and ensure they join the session after the session has been started by a member of staff.
- > Access the relevant files for each lesson in advance and have the materials to hand.
- > Choose an appropriate workspace where other household members will not be walking around and disturbing them and explain to other household members that a live session is taking place.
- > Minimise distractions. Turn off music, tv, phone, Xbox in the background. Don't impact on the experience of the lesson for other pupils.
- > Ensure they dress appropriately and treat the lesson as they would in school.
- > Show respect for everyone in the online classroom.
- > Positively contribute to the class and not be disruptive at any time. Use the chat function to let the teacher know if they have a question ensuring they don't talk over others.
- > Ensure that any comments or questions should be on the topic being discussed. Comments or questions which are inappropriate will be removed.
- > Know that behaviour in an online lesson should be as expected in any on site lessons and any disruption will be dealt with by the schools' behaviour policy.
- > Know that if they disconnect from the call for any reason, such as internet or power issues, they should not panic, reset and join again.

> Not make recordings/images of the class or the teacher.

> Not initiate any live sessions without a teacher present.

> Leave the session when instructed.

I accept the above terms of the Acceptable Use Policy for Live Streaming along with Olchfa's Acceptable Use Policy for access to ICT. I also accept that Google Meet lessons will be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern.

Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR