

Curry Rivel Church of England Primary School



Live Lessons Policy Livestreaming as part of Home Learning

Acceptable Use Policy

- Only 'Google' accounts set up by the school are used. 'Google Meets' will be the platform for these sessions. Administrative access to these accounts is by the headteacher, IT administrator and our technology support provider.
- Staff and learners will use a safe and appropriate place with no bedrooms, inappropriate objects or inappropriate information visible.
- All live sessions will be recorded to provide a safeguarding check for children and staff. These recordings create a log of the session: purpose, timing and participants.
- Consent for taking part in live sessions must be obtained from parents and carers. Recordings are stored within the Google Suite with staff access only; sessions will only be reviewed if issues are raised and the maximum time it will be kept is 30 days.
- Expectations for behaviour are the same as those in the classroom. Inappropriate behaviour will be dealt with in line with our school behaviour policy and may result in the school removing access for individuals.
- Online safety habits will be reinforced within each session and learners will be helped to understand livestreaming as part of learning and not something for primary aged children to use through social media.
- Chat on 'Google Meets' will be used for learning purposes only.
- Cameras will only be used where there is a clear purpose and it will benefit the well-being or learning of children.
- Our Data Protection Officer has been informed about our use of livestreaming and a privacy impact assessment has been done.
- Parents and carers will be informed when a livestreaming session will be taking place and the time limit for the session. They are asked to ensure their children understand:

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- Online sessions are only accessed in a shared family area (never a bedroom).
- The camera on your device must be turned off until you are asked to unmute it by the teacher. You will be joining the online session using the microphone on your device.
- A recording of the session is saved by the teacher. **No-one else will take screen shots or recordings of the session.**
- **No images or recordings of the session are to be shared** within or outside the Google Meet.
- Normal classroom standards of behaviour are expected. If these are not adhered to, access to these sessions will be removed.
- When there is only one member of staff, these sessions will be recorded.
- Chat is used only within the session and is used positively and appropriately.
- Livestreaming is being used for learning. All livestreaming by primary aged children should be supervised by a trusted adult.
- Habits for responsible use of technology including appropriate clothing.
- Contents of the learning taking place on livestreaming (E.g. Assignments) will be shared, if possible, with families that are not able to access the technology or who prefer not to participate.

Please also see <https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf>.