



Virtual Teaching Information and Consent Form Autumn 2020

Please find below information regarding virtual teaching and online e-safety details.

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

- Access the Microsoft Teams platform through the child's individual account.
- An appropriate adult will remain in the room / nearby during video or conference calls to help or join in as necessary.
- Any learning returned must be sent via Microsoft Teams or a parent/carer email address not through a child's private email.
- Not use any photographic, audio or video recording device / storing of images or sound, for example you must not record the session in any form, e.g. on your phone.
- Parents/carers will "drop off" children at the start of the teaching session.
- Your child must be in a suitable, communal environment (not a bedroom) for virtual sessions and be appropriately dressed (No onesies, PJs, bathing costumes or dressing up clothes)
- All members of the household must be aware that the call / meeting is taking place and make sure they use appropriate language and behaviour when nearby or in the background.
- Microsoft Teams has the ability to 'blur' the background when in a virtual meeting – you may feel this is an appropriate feature to turn on.
- It is the responsibility of the parent / carer to ensure that their child has 'logged off' the call / meeting correctly and signed out before turning off any devices.

In order to protect your child, we will:

- Host an audio or video conference call using the school's Microsoft Teams platform.
- Duplicate notifications to these sessions and send to parent/carers email address for information and attendance details. (Either through individual emails or via a weekly timetable of virtual sessions)
- Ensure any links or videos used or recommended are age appropriate.
- Teachers will use their school laptops to host the virtual teaching sessions. If they are not in school but at home they will ensure they are in a communal living space throughout the call.
- Teachers will blur the background of any meetings where possible and ensure members of their household are aware of the calls and will use appropriate language / behaviour.
- Not use any photographic, audio or video recording device / storing of images or sound.

In signing this you are confirming that:

You have read, understood and agree to your part in the above requirements

You give permission for your child to receive online, virtual (video and audio) teaching sessions via their Microsoft Teams account.

You understand that if any of these requirements are not met then your child will not be able to access the Teams sessions.

Signature

Name of Child
