



Woodlands Academy Jan 2021



Use of Teams for Live Streaming

With the current restrictions requiring pupils to remain at home, during the pandemic we are offering remote education which may include Teams for live video meetings.

As well as online lessons and activities it may include live streaming and video meetings using Microsoft Teams in real time.

Here are the school rules regarding 'live streaming' / video calls / meetings.

- All video meetings and live streaming will use Microsoft Teams
- You can only use school accounts and not personal accounts to log on to Teams.
- For those students working in school you can only use laptops and devices that are provided by the school.
- All students require written permission from parents, carers and pupils. So that they understand the benefits and risks of live streaming, video calls and meetings.
- All Teaching staff will introduce themselves and inform Parents and carers who will be interacting with their child during online (video) meetings.
- All online (video) meetings will be within school hours, Monday to Friday only.
- All participants, staff and pupils should not share personal information during the course of the meeting which is inappropriate.
- There should always be at least two members of staff in the meeting at all times. They may be in the 'room' with you, either physically or virtually.
- Students cameras should be switched off unless it is a part of the lesson / meeting where it is necessary to see each other, to show work for example.
- Students should microphones should be muted unless it is a part of the lesson / meeting where it is necessary to talk each other to hold a discussion for example.
- All online (video) meetings should be logged with the call times and participants involved.
- There should be no 1 to 1 meetings between staff, students or any combination of those. There must be at least two members of staff present at all meetings.
- Appropriate dress - we do not have a school uniform but you should wear clothes you would go to school in, so no 'loungewear' or pyjamas!
- Appropriate location - this should be quite obvious - somewhere quiet but not in a bedroom or a bathroom! If possible your parent or older responsible sibling should be with you.





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- Whilst going online at home - there isn't the same filtering system as whilst in school. So all participants should ensure they have set their own filtering to ensure they cannot access inappropriate material. It is important that there is a filtering system in place to ensure students cannot access inappropriate content during lessons / meetings and generally.
- Here is a link and guide to setting parental controls at home for the main 4 ISPs (BT, Sky, Talk Talk and Virgin)

www.saferinternet.org.uk/advice-centre/parents-and-carers/parental-controls-offered-your-home-internet-provider

- Using mobile devices such as phones can incur large data charges. So it is important that all participants are aware of any potential costs incurred as a part online learning. Where possible all participants should use home Wi-Fi as this includes a large data package or unlimited streaming.
- If you have concerns about the cost of going online please inform staff before you join any online meetings or use Teams. We are able to provide paper copies of work as well as online learning through Teams.
- Teachers and Students cannot record and /or onward share the online (video) meetings.
- Whilst working at home all the school rules still apply - so it is important that you continue to treat each other with respect and are not rude or abusive to others involved in online (video) meetings, lessons or chat.



Permission for the Use of Teams for Live Streaming



Pupil Name _____

I am happy for my child to use Teams for their online learning

_____ Date _____

I am happy for my child to take part in online video meetings on Teams and have read the guidance

_____ Date _____