

Polisi Defnydd Derbyniol

Ffrydio Gwersi Byw

Live Streaming Sessions

Acceptable Use Policy



Cyngor Sir Gar

Carmarthenshire County Council

Cyngor Sir Gâr
Carmarthenshire
County Council



Live Streaming Sessions

Acceptable Use Policy

Teachers agree to:

- Deliver live-streamed sessions only through Microsoft Teams or Google Meet using HWB;
- Start live sessions just ahead of scheduled time to allow a prompt start to the lesson;
- Notify the learners of scheduled sessions as well as any resources required during that session (documents, presentations etc);
- Discuss roles and responsibilities and provide a short tutorial on the system at the outset of all sessions;
- Notify the school's senior management team, learners and parents of any cancelled sessions or changes in arrangements;
- Ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies;
- Prevent a one to one situation in any sessions and by ending the sessions for **all** participants from MS Teams or Google Meet;
- Not to initiate any live streaming or contact outside of the scheduled sessions as timetabled;
- Have an additional member of staff online and present during live streaming sessions delivered from home;
- Have an additional member of staff online and present during live streaming sessions delivered from school/setting or if not practical to have a second staff member present, then to ensure the session is recorded for safeguarding purposes;
- Notify all attendees if the session is being recorded and ensure that recordings of the session are not made public.

Learners agree to:

- Prepare for the session in plenty of time and have an appropriate working area;
- Access the relevant files for each session in advance and have the materials to hand;
- Ensure their device is powered from the mains and have a good internet connection e.g. not too far from the Wi-Fi router;
- Choose an appropriate quiet workspace (ideally a separate room) where other family members will not be walking around and disturbing you and explain to your family you are starting a live session;
- Minimise distractions. Turn off music, tv, phone, games console in the background;
- Not to impact on the experience of the lesson for other pupils, showing respect for everyone in the online classroom;
- Ensure they are dressed appropriately and treat the session as they would in school;
- Contribute to the class in a positive manner and not be disruptive at any time;
- That parents can support their pupils with the technology but should not ask questions or speak for their child during the session;

- Only commenting or raising questions on the topic being discussed;
- Comments or questions which are inappropriate being removed from the conversation facility;
- Conduct themselves in an online session as expected in any sessions whilst understanding that any disruption will be dealt with by the school's behavior policy;
- Schedule any updates on laptops outside sessions;
- Not make recordings/images of the class or the teacher or any part of the session using another device;
- Not record or take screenshots of any aspect of the session, including the teacher and the class;
- Not initiate any live streaming or contact outside of the scheduled sessions as timetabled;

Guidance for Parents and Guardians for accessing Microsoft Teams:

- Your child will be added to a MS Team or Google Classroom by a member of the teaching staff - a short video explaining accessing MS Teams through Hwb is available on YouTube <https://www.youtube.com/watch?v=GEK0mr4EG3w>
-a short video explaining accessing and handing work in through Google Classroom through Hwb is available on YouTube https://youtu.be/_zWxvK64IUQ
- A tile for that class will then appear in their MS Teams or Google Classroom area
- They will be then sent an invitation to the Live meeting
- Please contact us if you have any problems
- The Terms and conditions for using Hwb are provided via this link:
<https://hwb.gov.wales/support-centre/trust-centre/data-protection/terms-and-conditions>

Please note: The most recent guidance from Welsh Government

(<https://hwb.gov.wales/api/storage/d4bee52c-cc37-485b-a6f5-2b9f1105d591/200902-livestreaming-and-video-conferencing-safeguarding-principles-and-practice-for-education-en.pdf>)

does generate a number of questions for us which we are currently investigating and which may result in the need for this acceptable use policy to be updated.

Parent/carer consent - Live Streaming and Recording of Live Sessions for pupils under 13 years old.

Please note that Microsoft Teams/Google Meet sessions may 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.

I understand that the Microsoft Teams/Google Meet sessions that my child may take part in may be recorded.

Parent/carer full name.....

Date

I give consent for my child take part in live sessions and for livestream sessions that my child participates in to be recorded.

I do not give for my child take part in live sessions and consent for live-stream sessions that my child participates in to be recorded.

Parent / Carer signature

