



Longridge High School

Excellence and ambition from all, for all

Teams Online Learning Protocol

Pupils

1. Please make sure that your parent/carers know you will be taking part in a live/recorded lesson.
2. Assuming that a pupil is healthy and well enough to work, pupils will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting required tasks promptly and to the best of their ability. Pupils will also be expected to read and respond to communication from the school on a regular basis.
3. When you enter a 'Team' make sure your camera/microphone are switched off. They may be turned on later.
4. Pupils must not record or screenshot their learning on any device.
5. School uniform for pupils is not needed however, attire must be modest and appropriate, for example, something that would be appropriate to wear on a non-school uniform day.
6. When taking part in a live streaming session, where you are visible on the screen you must consider your surroundings. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Alternatively, Microsoft Teams has a facility to choose an anonymous background. **Pupils should not be in their bedrooms.**
7. Do not send messages to other pupils via chat link; all members of the team can see messages.
8. If you are likely to disturb others, use headphones.
9. Be aware of what can be picked up around you on the microphone-siblings, parents, music, T.V etc.
10. Pupils should not be eating.
11. As you would be in school, please polite and courteous at all times.
12. When the lesson is over make sure you leave the lesson before the teacher when asked.

Parents

1. Parents/carers should not interact with teachers during live-streaming sessions, in so much as they would not be able to do this if the teaching was face to face. The live-streaming sessions are for the benefit of pupils and are intended to replace on-site teaching during a time of extended and enforced school closure.
2. Parents should provide a secure and safe place for the pupil to access remote learning from the home and be aware of additional changes to the behaviour policy to support remote learning. Just like in

school, parents should support their child to be respectful to all members of the School Community when partaking in online learning.

Staff

1. Normal school business wear for staff is not needed however, attire must be modest and appropriate, for example, something that would be appropriate to wear on a non-school uniform day.
2. When taking part in a live streaming session, where you are visible on the screen, you must consider your surroundings. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Alternatively, Microsoft Teams has a facility to choose an anonymous background.
3. Should any safeguarding concerns arise; these are reported as a matter of urgency to DHT(KIS).
4. An attendance record of who attended each live teaching session should be completed. Absences from the 'Team' should be sent to the HOY to follow up on the same day.
5. If there are IT related issues while remote working, teachers should contact IT support (SRB).