

# Live Lesson Streaming Acceptable Use Policy

## **Our teachers agree to:**

- deliver live-streamed lessons through Microsoft (MS) Teams and / or Google Meet (with either another member of staff in attendance, or recorded).
- start lessons five minutes before you planned to, so your lessons start promptly.
- notify the learners of scheduled lessons (through the use of the calendar in MS Teams or via links for Google Meet) as well as what will be required during that session (Music, Instruments etc)
- discuss roles and responsibilities, and a short tutorial on the system at the outset of all lessons.
- notify the school's senior management team, learners and parents via email, of any cancelled lessons or changes in arrangements.
- ensure that recordings of the session are not made public (see Privacy Notice).
- ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies.
- teachers agree not to initiate any live streaming with the pupil, outside of the scheduled lessons as timetabled.

## **Learners agree to:**

- prepare for the session in plenty of time, and have a clean work area.
- have the correct music for each lesson in advance, and their instruments to hand.
- ensure your device (laptop, Ipad, computer ) is powered from the mains, and has a good internet connection, and that you are not too far from the Wi-Fi router.
- choose an appropriate workspace where other family members will not be walking around and disturbing you, explaining to your family you are starting a lesson.
- minimise distractions. Turn off music, TV, phone, Xbox in the background. Don't impact on the experience of the lesson for other pupils.
- ensure you are dressed appropriately, and treat the lesson as you would in school.
- show respect for everyone in the online classroom.
- seek to contribute to the lesson in a positive manner, and not be disruptive at any time.
- parents can listen in on lessons, support their pupils but should not ask questions or speak for their child.
- any comments or questions should be on the topic being discussed.
- any comments or questions which are inappropriate will be removed.
- behaviour in an on line lesson should be as expected in any lessons, and any disruption will be dealt with by the schools 'behaviour policy'.
- schedule any updates on laptops to happen outside lessons.
- not make recordings/images of the lesson or the teacher.
- not record or take screenshots of any aspect of the lesson, including the teacher and any others in the group.
- learners agree not to initiate any live streaming with the teacher, outside of the scheduled lessons as timetabled.



# Live Lesson Streaming Acceptable Use Policy

## **Agreement -**

Please note that Microsoft Teams / Google Meet lessons may be recorded by the teacher / School. These recordings are the property of the school & Pembrokeshire County Music Service, 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 legislation and policies.

## **Pupil Agreement (Age 13+ years only)**

**Learner full name and class**.....

**School**.....

**Date** .....

I understand that Microsoft Teams / Google Meet sessions are live-stream sessions and that these sessions may be recorded.

- I give** consent to take part in live sessions and for live-stream sessions that I participate in to be recorded.
- I do not give** consent to take part in live stream sessions and for live-stream sessions that I participate in to be recorded.

Please feel free to state the reason should you wish to do so:

.....

## **Parent / Carer Agreement (For pupils under 13 years old)**

**Parent / carer full name** .....

**Date**.....

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

- I give** consent to take part in live sessions and for live-stream sessions that I participate in to be recorded.
- I do not give** consent to take part in live stream sessions and for live-stream sessions that I participate in to be recorded.

Parent / Carer Signature.....

# Live Lesson Streaming Acceptable Use Policy

## **Guidance for Parents and Guardians in accessing Microsoft Teams / Google Classroom:**

- Your child will be added to an MS Team or Google Classroom by a member of the Music Service 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 Google Classroom through Hwb is available on YouTube:  
[https://youtu.be/\\_zWxvK64IUQ](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>

*All information that we hold concerning you as an individual will be retained and processed by the Music Service strictly in accordance with the provisions of the General Data Protection Regulation 2016, as set out in our Fair Processing / Privacy Notice. A full version of this notice can be viewed at [www.pembrokeshire.gov.uk/music](http://www.pembrokeshire.gov.uk/music) alternatively a paper copy can be provided on request by contacting us.*