Staff live online lesson guidance

Children and online safety away from school
Staff at King Charles I School will ensure any use of online learning tools and systems is in line with privacy and GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:
- Staff should ensure parents/carers are aware of the times and dates of the online lesson
- Staff should ensure students and parents have agreed the 'student live online learning code of conduct agreement' form (Appendix A) to permit the use of virtual lessons
- Staff should always behave appropriately online as you would do in the classroom, ensuring that your standards of dress match the standards expected in school.
- Staff need to set appropriate boundaries and maintain the same professional standards as you would at school. Online working should not lead to a relaxation in staff student protocols. This includes students wearing suitable clothing, as should anyone else in the household.
- Online lessons are best hosted from the school premises. If this is not possible, ensure the computer used is located in an appropriate area, for example not in a bedroom, and ensure the background blurring/replacement facility has been used.
- Online lessons should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Staff need to be mindful of what is on their desktop/screen when screen sharing or displaying a file.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by the school to communicate with students (MS Teams).
- Staff should not use a personal account to communicate with the students on any platform.
- Staff are reminded to not share personal information such as private email addresses, phone numbers etc.
- Staff should not invite other people from outside the network onto the platform for an online lesson.
- Staff should record the length, time, date and attendance of any sessions held.
- Staff should record the lesson and save on the shared area in the online lessons folder.
- Staff should never make inappropriate jokes or comments online.
- Staff should never follow or interact with students on your personal social media account.
- Where possible, staff should invite another member of staff to the online lesson for monitoring purposes.