



Parent & Carer User Agreement & Live Sessions Guidance

During our live sessions, pupils and families must ensure the following:

- All live sessions with children should be supervised by a trusted adult in the home.
- Children must use a safe and appropriate place in the home (a shared family area). They must not be in a bedroom.
- Children must not have any personal/inappropriate objects or personal/inappropriate information visible.
- Children should be dressed appropriately. Sessions will not be conducted if children are dressed inappropriately.
- Learners and/or parents/carers should not forward or share access links/invitations to live sessions.
- No pupil should take screen shots or recordings of the session & pupils will not be allowed to share screens.
- Pupils' camera & microphone must be turned off until asked to turn it on/unmute it by the teacher.
- Chat will be used for learning purposes, within the session, and is used positively and appropriately. If it is not used appropriately, it will be turned off.

Our expectations of behaviour, and additional safety precautions are:

The school will keep a log of each session: purpose, timing, participants, any behaviour incidents, or anything that goes wrong during the session. Safeguarding concerns will be addressed as per our Safeguarding Policy

Where possible, the staff member within the video session will always have another staff member within the room where the video session is taking place. Where this is not possible, staff member will record the session. Children will be reminded of this at the beginning of each session. This is for everyone's safety. These will be saved securely and deleted after 30 days.

Expectations for behaviour are the same as those in the classroom. Inappropriate behaviour will be dealt with in line with our school behaviour policy and may result in the school removing access for individuals, for a class or for the school. During the sessions, teachers may mute microphones, disable screens or remove access, for pupils or groups of pupils where appropriate.

Staff will remind pupils of behaviour expectations and reporting mechanisms at the start of the session. Online safety habits will be reinforced within each session.

How you can help at home:

Talk to your pupils regularly about online safety and habits of online safety. Use the information on our website to help you: <https://www.arnbrookprimary.net/staying-safe-well/online-safety/>

If you'd like any help or if something is worrying you online, get in touch via ClassDojo, email office@arnbrookprimary.net or call 0115 9190199. You can report harmful content here: <https://reportharmfulcontent.com/>