

### Students Guidance for safe and effective use

During the period of school closure, we, like other schools, have realised the effectiveness of video conference platforms such as Zoom or Microsoft Teams. Mainly, this is due to the potential collaboration and educational interaction between students and teachers.

Schools in the Redhill Academy Trust will **ONLY** use **Microsoft Teams** to video conference as the school has a full Microsoft support package to ensure safeguarding and security are fully covered. Your support for these guidelines is greatly appreciated:

- You will be provided with invitations to on-line lessons via the school email system – through its connection to Microsoft Teams **ONLY!** You must not post meeting details or invitations on social media.
- You will **NOT** be able to join lessons/video conferencing using webcams/video. Staff will be visible and you will be able to interact by watching or by contributing by voice only.
- Staff will see your “profile” picture you have set for your school email account – please ensure it is appropriate.
- You must take lessons in a room with an open door and a parent / guardian or another trusted adult should be in the same premises as you while the lesson takes place
- You should not take your lesson in your bedroom.
- Present yourself as you would if they were in a face-to-face lesson: Speak appropriately for a school lesson, dress sensibly (School Uniform **NOT** compulsory!) and follow the behaviour expectations that we have in lessons.
- The lesson will be recorded and the recorded lesson is the sole intellectual property of the school and must not be reproduced without the school’s permission. This recording will be available on Stream.
- Your teacher will record the length, time, date and attendance of any sessions held.

Your teacher will contact the school’s Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include

- ❖ A staff member seeing, or hearing, a concern during an online lesson.
- ❖ A disclosure made by a student in the course of a lesson.