

Remote Virtual Learning Protocols for Lower Sixth Post Covid 19 Re orientation June 2020

Guidance for Staff

Use of Virtual teaching resources (ZOOM or Google Meet)

These will be reinstated for Lower Sixth subject to the following guidance:

Staff/students MUST share the following expectations:

- a) Audio and visual to be used - primary use is presentation mode + chat options for Q & A
- b) If only 1 student is online with a member of staff - the lesson cannot continue
- c) Students must not comment on other students' comments - they are only able to ask questions directly to the host
- d) Parents are encouraged to monitor the content of online lessons and their children's participation wherever possible

Professional behaviour will be expected - inappropriate student behaviour will lead to disconnection of the student from their online lesson followed by a report for poor conduct on Behaviour Watch with further sanctions. Please note the following safety precautions.

- Ensure that you have enabled all the key safety features on your zoom account to prevent hacking.
- Password protected - every zoom meeting must have its own password required to gain entry
- Waiting room enabled - the waiting room is a virtual space that a potential participant sits in on their own before the meeting. The host can see who is in the waiting room and has to permit them entry before they can join the meeting. Anyone who is not supposed to be there or whose name the host does not recognise will not be admitted
- Meeting locked - once all the students have arrived the host can lock the meeting meaning that nobody else can enter
- Only the host can share their screen - this feature means that none of the other participants in the meetings can share their screens and so are unable to broadcast anything but their own video stream

There are other safety features to put into place, not related to the zoom bombing incidents but just to ensure that the zoom sessions we run are as safe and as appropriate learning environments as possible. These include:

- Students are unable to rename themselves
- All sessions are automatically recorded, having asked the students consent to do this before they enter the meeting, and stored securely on the cloud
- Profile pictures are disabled
- Private chat between participants is disabled
- Virtual backgrounds are switched off