



Pontyclun Primary School Online Learning Agreement - Video-Conferencing/Live-Stream Sessions

Should the school need to undertake any “Online Learning” via “Video-Conferencing / Live-Stream Sessions”, the following agreement has been put in place.

This is an agreement between the staff members, parents and pupils of Pontyclun Primary School when using video-conferencing and/or live-streaming. We ask that you take time to read the statements and sign and tick the boxes to acknowledge that you have read, understood and agree to the statements. This is a necessary document to ensure the correct safeguarding measures are in place to protect both staff members and pupils. If the agreement is not returned then pupils will not be permitted access to video-conference and/or live-streaming sessions.

Teachers and support staff agree to:

Discuss roles and responsibilities with pupils at the outset of all sessions.

Notify the school's senior management team, pupils and parents/carers of any scheduled sessions, cancelled sessions or changes in arrangements.

Ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies.

Continue to follow the same professional standards they would in the normal school environment e.g. Use professional language, dress professionally – no pyjamas!

Prevent a one-to-one situation at the end of an online class by disconnecting all participants at the close of the session.

Teachers will remove pupils who do not adhere to session protocols

Pupils agree to:

Be punctual for all live-stream/video-conferencing sessions.

Access the relevant files for each session in advance and have the correct materials to hand.

Make sure they have all digital devices charged before the session begins and are ready and logged on in preparation.

Show respect for everyone in the online classroom and behave appropriately at all times following teacher instructions.

Dress appropriately for all sessions, thinking about respect for others.

Ensure the location they log on from is in a suitable communal home location where they feel comfortable.

Pupil's bedrooms are not to be used where possible.

Ensure cameras are off and sound is muted at the start of the session and remain so for the duration of the session unless instructed by the teacher to turn them on.

Seek to contribute to the session in a positive manner.

Not take or share images/recordings of the session.

Parents/Carers agree to:

Discuss all of the statements listed above with their child(ren) to ensure they understand them.

Not have any interaction with their child, other pupils or teacher during a session unless it is to support a technical issue in the home setting. If this requires technical support from the school parents are to contact the school via e-mail and not interrupt the session.

Notify the teacher, via their 'Hwbcymru.net' email, if there are any issues after the end of a session or likewise if their child is going to be unable to attend a session.

Not take or share images/recordings of the session.

Understand that if my child does not follow appropriate rules they will be removed from sessions.

I have read, understood and agree to the Online Learning Agreement

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I have discussed the rules in the Online Learning Agreement with my

☐

child

Your child's full name: _____

Parent/ Guardian Full Name (print): _____

(Please note you must have parental responsibility for the child)

Parent/ Guardian Full Name Signature: _____