



Covid-19 Online Learning Platforms - Behaviour Agreement

When agreeing to allow your child to access planned online learning during self-isolation, it is with the knowledge that there is some risk involved in relation to the use of online video communications. We must all work together to keep everyone as safe as is possible. The following behaviour expectations must be understood and followed by all, if we are to minimise the risk to our school community.

Crest School will:

- Provide an approach where risks have been assessed, and measures put in place to minimise risk, using guidance currently available
- Continuously update risk assessments and safety measures in response to new information from trustworthy sources
- Ensure only teachers/teaching assistants set up online group calls
- Ensure teachers/TAs use their professional account to set up meetings
- Limit the number of children in an online call to safeguard against the risks of larger group sizes and to ensure all children can participate
- Set up a secure meeting with passwords and waiting room enabled.
- Email the primary carer from the school email address with the meeting ID and Password.
- Set up a Random Meeting ID to ensure it is unique for each meeting
- Specify the date and time of the online meeting
- In the case of a group call, the teacher/TA will admit one child at a time in order to verify identity – set the username as the child's first name only or they will not be admitted to the session
- Ensure children attending on-site provision can attend
- Ensure that all participants are muted and unmute individuals at appropriate times
- Ensure that recording is disabled for all participants
- Continue to follow school policies, including the Safeguarding and Child Protection Policy
- End the meeting if the safety of the staff member or children is compromised
- Any child or family not complying with the expectations outlined below will be removed from the session and a follow up call made from the school
- No one in the session will use the chat function

Child: To keep everyone safe, I will:

- Ask an adult in my home to log into the online call using the link or meeting ID and password emailed to them
- Make sure my adult stays in the room at all times during the call
- Make sure I am in a central area of the house, and not in my bedroom
- Follow the school expectations for behaviour and be kind to everyone in the group
- Raise my hand if I would like to say or share something so that the class teacher will know to unmute me
- Wait patiently for my turn to speak, and know that it is ok if, during a group call, I would rather just watch and listen. There is no expectation to say or do anything during the call.
- Ensure anything that I say or share (e.g. pictures) is appropriate
- Make sure that I do not share any photos of other people, even if they are in my family
- Understand that if my behaviour is not acceptable the class teacher will remove me from the session and then call my parent.
- Tell an adult if I am upset or concerned about anything that I have seen or heard online
- No one in the session will use the chat function

Parent / Carer: I understand and agree that I will follow the following expectations:

- I will keep the link, meeting ID and Password safe and not share it with anyone else, including on social media (WhatsApp groups, Facebook etc)
- If another family member needs to receive the email regarding access details to the online call (e.g. if a child is going to be staying with a different parent), I will notify the school office so that the email can be sent to the relevant parent/carer
- If I miss the online meeting, I will not be able to join a different meeting
- I will ensure that a parent/carer remains in the room with my child for the full duration of the online session
- I will ensure my child is in a central room in the house e.g. not their bedroom
- I will ensure that other members of my household understand that an online session is taking place and that they should not appear in the background of the session
- I will try where possible to ensure that the background is neutral and does not contain any personal information. If possible, I could enable a virtual background. To do this on Zoom click settings; click Virtual Background; click on an image to select the desired virtual background. All backgrounds must be suitable and appropriate.
- I will not take part in the call and understand that this is an opportunity for teachers and children to connect. It is not an opportunity to discuss online learning or my child's specific needs as this can be done via the year group email

- I will not record or take photographs of any part of any online session
- If my child is on a group call, I will not share any sensitive information another child may say during these calls
- No one in the session will use the chat function

By joining an online session, I accept and understand the expectations outlined in the Behaviour Agreement.

I understand that breaking these rules could endanger others and that the school may take action such as denying my child access to Zoom class calls for a specified period.

I understand that if my child acts in an unsafe way, the session may be terminated and they will not be permitted to re-join until they can be deemed safe to be around others.

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