

# Using Video Conferencing and Virtual Lessons during School Closures Covid19

SS Peter Paul RC Primary will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

SS Peter Paul RC Primary uses Google Suite for Education via our Realsmart platform.

This ensures a more secure access to the google tools and allows the school to personalise access according to need. Specifically:

- Settings have been adjusted so that pupils can only get access to the class Google Meet if the teacher has invited them. Students cannot create a Meet.
- This is regardless of whether the teacher sets up a meeting with a code or a calendar invite. The teacher must be in the Meet for pupils to join.
- When finished a teacher needs to leave Meet last otherwise the pupils in Meet can continue. Once Teacher has left no pupils can get back in.

## **Recording a virtual teaching session.**

Sessions may be recorded for a number of reasons, but in all cases the participants must give their consent to be recorded. If they do not want their image to be displayed they can turn their camera off.

1. Some teachers may want to either stream or produce a webinar style session. In this case it would be necessary to show the presenters screen and to broadcast their voice. An image is not important so all those participating could and should leave cameras off and just have their avatar showing.
2. Teachers may want to produce a video to help explain a concept or read a story. An image is not important so all those participating could and should leave cameras off and just have their avatar showing. The video could be saved and then made available on drive.
3. Should teachers want students to be able to access material to help them after the VC session has ended, they should make a separate resource rather than record the full VC.
4. In some cases recording is necessary because the session might count towards coursework, e.g. a presentation or seminar scenario. Consent should then be collected prior to the session. Students could opt out of their image being shown by using their avatar.

## **Tips for parents of pupils on VC**

- Be in the same room as your son/daughter when they are in the VC
- Think about your and their clothing.
- Reduce distractions like turning off the TV and ensuring little brothers and sisters are out of view.
- Do not take pictures of the screen during a VC or video it.
- Don't not use your child's email address to contact the teacher or other members of the class.

## **Appendix 1: An AUP for Virtual Lessons and Video Conferencing**

*Some other information around video conferencing and Meet*

[Your teacher will never](#)

## **Appendix 1**

### **Acceptable Use Policy for Virtual Lessons or Video Conferencing**

#### **I agree to:**

Only use my school email and account to access a virtual lesson or video conference.

I will be polite and respectful at all times.

I will conduct myself as if I were in the classroom.

I will dress in an appropriate fashion.

I will try to ensure the space where I am working will be suitable.

I will try to minimise distractions.

I will not record any of the session or take photographs or screen shots.

I will use my school email to contact my friends in school only.