

Acceptable Use Agreement– Online learning (Live)

Name of Student:

Tutor Group:

Parent / Guardian	Student	Staff
<p>If a member of staff invites your child to attend a live session, it is your responsibility to ensure they remember and follow the guidelines set out below:</p> <ol style="list-style-type: none"> 1. They must wear suitable clothing, and no other member of the household should appear visually or verbally on the call 2. Any computers used should be in appropriate areas, for example, not in bedrooms and if possible, the background should be blurred or checked to make sure that there are no distracting materials or backgrounds 3. Be mindful about what family activities could potentially be heard or seen during the video conference 4. Language must be polite and appropriate, including any family members in the background 5. Understand that sessions may be recorded for the safety of all children and are monitored by our safeguarding team 6. Under no circumstances should the student or any member of the household take photos, screenshots and record any video or audio from these sessions 	<p>If a member of staff invites you to attend a live session, you must ensure you adhere to the following guidelines:</p> <ol style="list-style-type: none"> 1. You must wear suitable clothing and ensure that no other member of the household appears visually or verbally on the call 2. Any computers used should be in appropriate areas, for example, not in bedrooms and if possible, the background should be blurred or checked to make sure that there are no distracting materials or backgrounds 3. Be mindful about what family activities could potentially be heard/seen during your live session 4. Language must be polite and appropriate, including any family members in the background 5. Understand that sessions may be recorded for the safety of all children and are monitored by our safeguarding team 6. Under no circumstances should you or anyone else in the household take photos, screenshots and record any video or audio from these lessons / activities 	<p>When conducting any live sessions online with students, staff will ensure they follow the guidelines set out below:</p> <ol style="list-style-type: none"> 1. Staff will be professional and follow safeguarding guidelines at all times. 2. Professional dress must be worn, and if working from home ensure no-one else in the household appears visually or verbally on the call 3. Ensure that any computers/devices used should be in appropriate areas, for example, not in bedrooms and the background should utilise the MHS logo or be blurred/checked. 4. If the session is being delivered remotely by the staff member, be mindful about what family activities could potentially be heard/seen 5. Staff will be polite at all times and ensure that language is appropriate including (if applicable) any family members in the background 6. Sessions are to be recorded by staff for the safety of all children and will be monitored by our safeguarding team as appropriate. These recordings will not be publicly available and

<p>7. If students need to ask the teacher or staff member a question, they should hold up their hand or use the chat facility</p> <p>8. Live sessions are for the students. We respectfully ask that parents or other family members do not communicate with students or teachers in the session.</p> <p>Online chat / live messaging facility</p> <p>If a member of staff makes the live messaging/chat facility available to engage in discussion about school work the same expectations apply:</p> <p>9. Understand that the live messaging/chat feature is only to be used by the member of staff running the session and pupils must only use it if directed to by their teacher</p> <p>10. They should write in standard English, avoiding the use of text language, keeping their tone and language appropriate and polite at all times</p> <p>I understand the importance of the guidelines and agree to supervise and oversee the live lesson/activity to ensure that the guidance set out above is adhered to.</p> <p>Signed:</p> <p>Relationship to the child:</p> <p>Date:</p>	<p>7. If you need to ask the teacher or staff member a question, you should hold up your hand or use the chat facility</p> <p>Online chat / live messaging facility</p> <p>If a member of staff makes the live messaging/chat facility available to engage in discussion about school work the same expectations apply:</p> <p>8. Understand that the live messaging/chat feature should only be used by the member of staff running the session and you must only use it if directed to by your teacher.</p> <p>9. You should write in standard English, avoiding the use of text language, keeping your tone and language appropriate and polite at all times</p> <p>I understand the importance of the guidelines set out and agree to follow them during any live lessons/activities.</p> <p>Signed:</p> <p>Date:</p>	<p>may later be accessed by school staff to support your online learning further</p> <p>Online chat / live messaging facility</p> <p>If a member of staff uses the live messaging/chat facility available to engage in discussion about school work the same expectations apply:</p> <p>7. Staff will communicate in standard English, using a professional tone, avoiding the use of text language and language appropriate at all times</p> <p>I understand the importance of the guidelines set out and agree to follow them during any live lessons/activities.</p> <p>Signed:</p> <p>Date:</p>
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