



Burlington Junior School

Protocol for Live Google Classroom Sessions

Guidance for staff:

- Staff will only use school-provided email addresses to communicate with pupils when conducting live contact sessions.
- Staff will not share personal information whilst conducting live contact sessions.
- Staff will ensure they conduct their live contact sessions from an appropriate location – either the classroom, or if this is not possible, from a quiet area in their home which has a neutral background or blurred background.
- Staff will consider, when sharing their screen, what participants will be able to see e.g. files on your desktop.
- Staff will communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff).
- Staff will only communicate and conduct live contact sessions through channels approved by the senior leadership team.
- Staff will not commence online contact sessions until at least **one** other member of staff is in the live session 'classroom', and not without confirmation that at least one other colleague is aware that the live contact session is taking place.
- Staff will encourage children to follow the school behaviour of ready, respectful and safe but will be aware that individual pupils may react differently to live sessions.

Guidance for students

- A 'classroom standard' of behaviour and language will be expected of all children. We want you to be ready, respectful and safe.
- Children must wear suitable clothing for live sessions.
- Sitting at a table or in a chair will help keep the camera focussed on children's heads and shoulders.
- Children will keep their camera off unless advised to turn it on by the teacher.
- Children will keep their microphones on mute until they are requested to unmute their microphone by their teacher.
- Children will not be permitted to photograph or record any part of a live session.
- Children will be directed by their teacher as to when they can use the chat feature for valid learning purposes only.
- Children should talk with their parents/carers about finding an appropriate location in their home to access live sessions and think carefully about what can be seen in the background behind them when they are on screen.
- Children should go to the toilet before the session. Should they need to go during the session, they must leave the meeting. There is no need to request permission, ask in the chat or 'raise your hand'.

Guidance for Parents/Carers

- In allowing your child to join a live session, parents/carers are agreeing to them joining with their video and microphone. If you **DO NOT** want your child to participate in these sessions **at any point**, please contact the school via the email address parent@bjs.rbksch.org.
- Parents/Carers will not be permitted to photograph or record any part of the session.
- The live interactions are for Burlington Junior School teaching staff and students only; others are not permitted to participate in the session.
- Parents/Carers should help to ensure that their child accesses the lesson in a suitable environment which is conducive to learning and that their child is appropriately dressed.