



## **Hyndland Secondary School**

### **Protocol for online classes**

#### **Teachers will:**

- discuss roles and responsibilities with pupils at the outset of delivery
- be punctual at the beginning and end of each lesson
- notify all pupils/parents and schools of any cancelled classes or change in arrangements
- ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection
- prevent a one to one situation at the end of a class by disconnecting all participants from the room at the close of the lesson.

#### **Pupils will:**

- be punctual for all lessons
- access the files for each lesson in advance and have the materials to hand
- show respect for everyone in the online classroom
- dress appropriately for all classes, thinking about modesty and respect for others
- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy etc.
- seek to contribute to the class in a positive manner and not be disruptive at any time
- not share recordings/images of the class out-with the class environment

### **Permission Slip**

**Pupil name** .....

**School** .....

**Class** .....

I give my child to participate in video – conferencing lessons.

**Name of Parent/Guardian** .....

**Signed** .....

**Date** .....

**Signature of pupil** .....