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**Online Learning Protocols**

Pupils will have already signed ‘An Acceptable Use of ICT Agreement’ at the beginning of their school year and this agreement still stands in the virtual learning environment.

**For staff:**

* Ensure you have familiarised yourself with Aberdeenshire ECS Live Online Learning Risk Assessment.
* Continue to observe the highest professional standards.
* Choose the best method of delivery based on the lesson content.
* Virtual lessons through Teams
	+ Virtual lessons should be discussed and agreed with the PT in advance.
	+ As per the Risk Assessment ensure a second member of staff is added to the lesson to help monitor participants and chat. Live lessons should not be recorded.
	+ Place your device so the camera doesn’t show too much of your home (to protect your privacy). Consider making use of the customised backgrounds feature.
	+ Discuss expectations with pupils at the outset of delivery.
	+ At the end of a virtual lesson use ‘End Meeting’ not ‘Leave’ to ensure all learners have left the meeting.
	+ Any issues relating to online Child Protection should be referred to the school Child Protection Coordinator (G McC).

**For pupils:**

* Only use Glow email addresses for class communication.
* Submit all assignments on time.
* Show your engagement online by thumbing up communication posted by your teachers.
* For any virtual lessons
	+ Be punctual.
	+ Do not record or take pictures of any part of a livestream / video-conference lesson.
	+ Be prepared with materials and device charged.
	+ Show respect for everyone and behave as you would be expected to in school.
	+ Seek to contribute to the online classroom in a positive manner.
	+ Ensure your location is appropriate, place your device so the camera does not show too much of your home (to protect your privacy).
	+ Dress appropriately.

**For parents:**

* Take an interest in your child’s work and the work left for him/her to complete in Microsoft Teams.
* Help your child find the best place to work (if possible, not a bedroom).
* Virtual lessons through Teams may be used in some subjects these should not be recorded.
* Should you need to contact the school this should be done through the normal procedures by telephoning or emailing the school.