**VIDEO CONFERENCING AGREEMENT FOR REMOTE LEARNING DURING COVID 19**

**Teachers and support staff**

* Teachers will ensure that only students who have received parental approval participate in online video conferences.
* Teachers conducting group lessons should email the parents of the respective student to inform them of when the session will take place. This should be done at least 24 hours prior to the lesson and parents should acknowledge the confirmation.
* Teachers will only use school approved video conferencing platform (Microsoft Teams)
* Teachers will only use this application with their school provided email.
* Teachers will *contact parents and students through School email only*​
* Teachers will inform Headteacher of the regular scheduled online meetings.
* If conducting an instructional video session, teachers should use the ‘record’ option, so that absent students can view the video content, at a later date.
* Teachers will keep a record of each Meet online (Date, time, length, attendees, topics).
* Online Meets will be kept to a reasonable time period, as devices and Internet may be in high demand at home. (e.g. lesson length)
* Teachers will ensure students join the Meet with camera and microphones muted on entry.
* Teachers will ensure students abide by the School’s Internet Acceptable Usage Policy at all times.
* Teachers must conduct sessions in a professional manner, including being suitably attired during online sessions and ensuring they are broadcast from an appropriate location.
* Background should be blurred using the ‘blur’ feature on MST.
* At the end of a session the teacher must advise all students to leave the session​ and when​ all students have left the Meet, the teacher can then end the video conferencing session and terminate the meeting.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_