



LIVE ONLINE LESSONS PROTOCOL

Only use Glow emails for school purposes, such as accessing Teams or for communicating with school staff.

Keep your login details private, you may change your password, but do not share it.

Be aware that class teachers have access to your emails and other school supported platforms, as administrators.

Be prepared for the online learning environment with all the resources you need, as far as possible. This will include a space and materials to do written work.

Check your computer has enough battery power or has a power lead attached to last for one and a half hours.

Dress appropriately for live online lessons, avoid attending in your pyjamas!

Take part from an appropriate location, considering the background, camera angle and avoiding other people in the frame.

Only the pupils from the class should contribute on the Teams platform during class time.

Show consideration for others when contributing by taking turns to speak and muting the microphone and camera when you are not talking. This helps support better connections.

When you want to contribute turn on your mic and camera and say, 'Excuse me, can I get some help please?' or 'Excuse me, can I add to that...' or something along those lines.

The online lessons will not be recorded, and we ask that everyone respects the privacy of others and does not discuss other pupils or staff interactions when they are not relevant to your own child/children. We support a safe and inclusive classroom environment where mistakes are part of learning, and this should not be affected as a result of allowing live access for remote learning purposes.

Remote pupils may leave the Teams platform at any time. If there are any problems, please get in touch with the school.

Any problems with connectivity or computer resources can be supported if you contact the school.

If you are concerned about your child working online for any reason, have a look at Online Safety - advice for parents and carer, which is provided by the National Parent Forum, and can be found on the school website: <https://blogs.glowscotland.org.uk/or/firth/>

I have read the protocol and agree to follow by the conditions described:

Pupil Name:

Parent/Carer Name:

Date:

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