

Polisi Defnydd Derbynniol  
Ffrydio Gwersi Byw O Adre

Live Streaming Lessons from Home  
Acceptable Use Policy

Cyngor Sir Gar  
Carmarthenshire County Council



[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

# Live Streaming Lessons from Home

## Acceptable Use Policy

This policy should be used in accordance with the 'Live-streaming safeguarding principles and practice for education practitioners' document from the Welsh Government. This document can be accessed on this link - <https://hwb.gov.wales/api/storage/7700f5ae-a7ad-4177-8643-d7226ae9940f/stay-safe-stay-learning-safeguarding-principles-and-practices-of-live-streaming.pdf>

### Teachers agree to:

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- deliver live-streamed lessons only through Microsoft Teams using HWB – any live stream should be done on a voluntary basis and staff should not be directed to undertake live-streaming of lessons.
- start live session just ahead of scheduled time to allow a prompt start to the lesson
- notify the learners of scheduled lessons (through the use of the calendar in Teams) as well as any resources required during that session (documents, presentations etc)
- discuss roles and responsibilities and provide a short tutorial on the system at the outset of all lessons
- notify the school's senior management team, learners and parents of planned lessons, as well as any cancelled lessons or changes in arrangements
- ensure that no lessons are recorded or images/videos of children placed on social media
- ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- prevent a one to one situation at the end of an online class by ending the lessons for **all** participants from Teams
- not to initiate any live streaming or contact outside of the scheduled lessons as timetabled
- one other working colleague present in any live streamed lesson for safeguarding purposes.
- use their school allocated device for the live lessons, not a personal device

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### Learners agree to:

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- Prepare for the session in plenty of time and have an appropriate working area.
- Access the relevant files for each lesson in advance and have the materials to hand.
- Ensure their device is powered from the mains and have a good internet connection e.g. not too far from the Wi-Fi router.

- Choose an appropriate quiet workspace (ideally a separate room) where other family members will not be walking around and disturbing you and explain to your family you are starting a lesson.
- Minimise distractions. Turn off music, tv, phone, Xbox in the background.
- Not to impact on the experience of the lesson for other pupils, showing respect for everyone in the online classroom.
- Ensure they are dressed appropriately and treat the lesson as they would in school.
- Contribute to the class in a positive manner and not be disruptive at any time.
- That parents can support their pupils with the technology but should not ask questions or speak for their child during the lesson.
- Only commenting or raising questions on the topic being discussed.
- Comments or questions which are inappropriate being removed from the conversation facility.
- Conduct themselves in an online lesson as expected in any lessons whilst understanding that any disruption will be dealt with by the schools behaviour policy.
- Schedule any updates on laptops outside lessons.
- Not make recordings/images of the class or the teacher or any part of the lesson using another device.
- Not record or take screenshots of any aspect of the lesson, including the teacher and the class.
- Not initiate any live streaming or contact outside of the scheduled lessons as timetabled.

#### Guidance for Parents and Guardians for accessing Microsoft Teams:

- Your child will be added to a Team by a member of the teaching staff
- A tile for that class will then appear in their MS Teams area
- They will be then sent an invitation to the Team meeting which will be on his/ her calendar
- Please contact us if you have any problems

<https://www.youtube.com/watch?v=GEK0mr4EG3w>

Learner consent (13+ years only)

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**Consent to live-stream sessions**

*Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR regulations.*

Learner full name and class: \_\_\_\_\_

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

- I give consent for live-stream sessions
- I do not give consent for live-stream

Parent/carer consent

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**Consent to live-stream sessions**

*Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR regulations.*

Parent / carer full name: \_\_\_\_\_

- I give consent for my child to participate in live-stream sessions.
- I do not give consent for that my child to participate in live-stream sessions.

Parent / Carer signature: \_\_\_\_\_

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