



GROUND RULES FOR LIVE DIGITAL LESSONS AND MEETINGS

All live and recorded digital lessons (live lessons) and meetings will be conducted via HWB through Google Meet, Google Classroom, Screencastify or Microsoft Teams.

All live lessons and meetings are intended for groups and not for one to one sessions.

Class Teachers:

- ☺ will provide parents/guardians with suitable notice of a live lesson taking place
- ☺ will take a register of pupils taking part
- ☺ will ensure that all pupils have a fair chance to be involved in the live lesson
- ☺ will join the live lesson in good time
- ☺ will provide suitable live lesson content
- ☺ will have a neutral background
- ☺ will be suitably dressed
- ☺ will end all live lessons so that no pupil is left alone in the virtual room
- ☺ will ensure all pupils are attendees and not presenters.

Pupils:

- ☺ will join the live lesson on time
- ☺ will join with their microphone muted
- ☺ will 'Raise your hand' and/or write in the chat to ask a question
- ☺ will maintain suitable levels of behaviour, including any language used
- ☺ will show respect for everyone

- ☺ will have a power cable near by
- ☺ will ensure parents/family support are out of view
- ☺ Be aware that meetings could be recorded and shared with members not able to attend
- ☺ will be dressed appropriately
- ☺ will ensure their location is appropriately presented
- ☺ will leave the meeting when directed
- ☺ will be given the choice of having their camera on or off