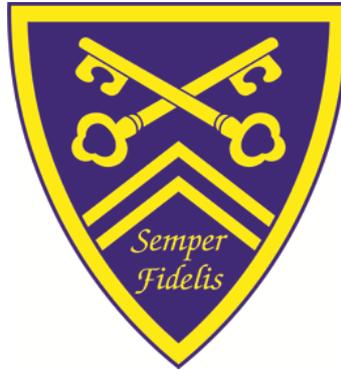




HAGLEY CATHOLIC HIGH SCHOOL



Online Video Tutorials Policy

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Online Video Tutorials - Guidance for Teacher, Parents/Carers and Students

It is now possible for Hagley Catholic High School to be able to offer Live Online Video Tutorials for all Year groups.

Tutorials will last no more than one hour for KS3 and 4 students but may run to two hours for KS5 and will be an opportunity for teachers to:

1. Have face to face contact with students.
2. Offer question and answer sessions in relation to work set.
3. Share additional resources via video link.
4. Share a PowerPoint/resource and teach a concept from it.
5. Review work that students have been completing at home (E.g. showing their artwork).
6. Give general feedback on previous work or tasks set.
7. Set online work/assignments and offer marking and feedback online.

To facilitate Online Video Tutorials Hagley Catholic High School will be using Microsoft Teams.

This guide sets out what is needed to make Online Video Tutorials a successful and safe way to develop and continue the educational offer from Hagley Catholic High School and will look at:

- How to get set up - devices, apps, and internet connection.
- Setting up Microsoft Teams and associated Channels (Classes).
- Scheduling Tutorials in Teams.
- How to get the most out of a tutorial - setting a space aside for the tutorial and having resources ready.
- How to stay safe online - and how to treat the tutorials in the same way that you would a lesson in school.
- What we expect of teachers, students and parents/carers.

How to Get Set Up

Equipment

You will need a PC, Mac, tablet or a smartphone. Whichever it is, it will need to have a built-in camera, or a webcam attached. It will also need to have a built-in microphone and speaker, or for better quality you can use a headset with mic, or a pair of headphones that have a built-in mic (as often used for phones).

The lesson will be delivered through Microsoft Teams, which can be downloaded as an app for your device: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Or there is a web version which supports the following browsers:

- Internet Explorer 11.
- Microsoft Edge.
- The latest version of Google Chrome.
- The latest version of Firefox.

Internet Connection

For most people their internet connection should be fine for good quality video and audio. It is worth testing this with friends or family before starting the first lesson. If it seems slow there are several things you can try:

- Move your PC/device closer to the router (if you're far away the Wi-Fi signal isn't as strong). Or use a network cable to connect your computer to the router.
- Checking that other people in the house aren't using the internet at the same time (e.g., streaming video or TV).
- Test the speed of the internet connection, for example, here: <https://www.speedtest.net>.

If there is a temporary problem with your line, you can contact your service provider to ask them to check for faults on the line.

Not everyone has a fast broadband internet connection, or good mobile data signal. This can result in lower video quality, but generally the sound will be prioritised so you should be able to hear the teacher. Turning your own picture off will use less bandwidth if you have issues.

For those who don't have a fast-enough internet connection for live online video tutorials, teachers will be able to recommend resources, and support students' learning at home by other means such as email.

Setting Up Microsoft Teams and Associated Channels (Classes)

- IT Support will ensure all teachers and students have their Microsoft 365 accounts set up and log in details shared with all stakeholders in good time before the start of any launch of live online tutorials. These will be shared via school email accounts with instructions on how to download the app and log in. (User guides and instructions will be attached).
- IT support will set up Teams and channels for each Teacher and add students to the correct channel, students should notify IT support if they have not been added to a channel or added to an incorrect channel.
(Teachers and students can always contact IT Support for help at support@hagleyrc.worcs.sch.uk)

Joining an Online Teams Tutorial for Students

Step 1

Open the Teams app on your device and enter your username and password as per the email you will have received from IT support.

Step 2

- Check that you have been added the correct channels for the subjects you study on the left-hand side.

Step 3

- Click on the calendar on the right-hand side on the pc/mac app, at the bottom on mobile device and you should see your meetings/lessons in your calendar, click on the correct one at the correct time and press join. You will then join the lesson with you classmates and teacher.

Join on The Web Instead

- You can choose to join on the web instead by clicking on the link you may have been sent when the calendar event was set up that says, “join via web”.
- You will then be asked to allow Microsoft Teams to use your mic and camera. When you have clicked allow you will be asked to join now as in **Step 3** above.

Scheduling Tutorials

- Specific times for timetabled schedules for any Year group Tutorials will be published separately.
- If a teacher is unable to schedule their tutorial on the specified day or at the specified time, then a teacher can reschedule their tutorial as long as it does not clash with any other subject on the schedule and is in between the hours of 9am and 4pm.
- To schedule a tutorial the teacher should go to Calendar in Teams – schedule a new meeting (ideally following the times in the schedule below) – add a title (subject & content e.g Computing; system maintenance) – select the relevant class in the “Add channel” box – click save. All members of that Channel (Class) will now receive the link to that tutorial.
- An email will be sent and specify the date and time for the tutorial, and it will appear in the channel chat.

At the Tutorial

The teacher will mark a register to record attendance and log the date and time of each tutorial (just as happens in face-to-face lessons in school). These registers will be shared with the sixth for administrator for KS5 tutorials and with attendance@hagleyrc.worcs.sch.uk for all other year group tutorials. The teacher will also record the tutorial so it can be available to anyone who missed the session. This can be done once in the live tutorial by clicking on the three dots and selecting “Start recording”. The recorded tutorial will appear at the end of the tutorial in the “Posts” section of the Channel. (further help and guidance can be found in the user guides appendices or by emailing support@hagleyrc.worcs.sch.uk)

How to Get the Most Out of a Tutorial

Setting Up A Space for Learning

Although homes may not have much “spare space” and may have other people around, it is helpful to think about where the learning will take place and get things set up before each tutorial. This should make it easier and safer to enjoy the tutorial. The teacher may have other tutorials after the end of each tutorial, so being set up and ready on time means you can make the most of the time.

The space should be somewhere:

- With room to work with the resources required, and to set up your laptop/PC/phone.
- Where you can focus, and that isn’t noisy (e.g. not with a washing machine on, or a TV, or other people coming and going).
- That isn’t an inappropriate place that you wouldn’t invite teachers and other students into (like a bedroom).

Staying Safe Online

Treating the lessons in the same way you would in school

There are some other things to think about as tutorials will be taking place in the informal space of people's homes rather than in the more "professional" setting of a school. It is important for the learning experience and for students' safety that the same behaviour is expected in online lessons that would be expected at school.

Responsible Behaviour and Dress

- To help make tutorials safe and enjoyable, and just as in a school student are asked to: Dress appropriately (e.g. not wearing pyjamas). Students are courteously asked to wear clothing that would normally be worn in public.
- Follow the teacher's instructions.
- Ask the teacher before leaving the session.
- Not take phone calls, message others, or use devices that aren't requested by the teacher for learning.
- Not have other browsers or apps open during the online tutorial to reduce the risk of inappropriate content being visible to others.
- Not take screenshots or record video of sessions (as in schools, written permissions are needed to take photos or video of children and young people).

In an online tutorial the background behind you will be visible to all so, it is good to make sure:

- That you try and have a neutral background that doesn't show any personal information (e.g. screens with social media profiles), or personal items (e.g. inappropriate laundry drying).
- Doesn't have anything that might offend others (e.g. posters with inappropriate language).
- That there isn't a TV on and screen showing content in the background.

Responding to Concerns

Students who have any concerns before, during, or after a tutorial should ask their parent/carer for help. This could include for example:

- Technical issues with the computer or internet connection.
- Practical issues, such as arranging the appropriate space to run their online lesson.
- Other issues, such as not being comfortable with what is happening in a lesson.

The parent/carer should be aware that the reporting of any safeguarding concerns is the same as under Child Protection and Safeguarding Policy. Any concerns can be addressed via email to safeguarding@hagleyrc.worcs.sch.uk and titled URGENT SAFEGUARDING. These will be forwarded as a matter of urgency to the Safeguarding Team.

Teacher Response to Concerns

If the teacher feels a student hasn't followed the kind of behaviour expected in a school environment, in spite of prompting, or is concerned about something (inappropriate dress or language, for example), the teacher will stop the session for that student, and contact the Pastoral Team in the first instance to raise their concerns, and to help resolve any issues.

What We Require and Expect of Parents/Carers and Their Involvement in Lessons

Having the support of a parent/carer is one of the key factors in academic development and it is only natural that they may want to be involved and see what is happening in the lesson too. Support from a parent/carer in setting up the online lesson may be needed. Being within earshot is important for safety as well as for practical help, if possible.

Online Video Tutorial Code of Conduct

The following Online Video Tutorials Code of Conduct agreement, which is a document that outlines how we expect you to behave when you are learning online is in place. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network. In joining any tutorials it is explicitly expected that you both adhere to this code of conduct and in joining a tutorial accept the terms of this policy and code.

1. To ensure that my studies are not disrupted because I am temporarily working away from school, I give permission for my school email to be used by my teachers for teaching and learning purposes.
2. I will always treat myself and others with respect; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
3. I will ensure my parent/carer is aware of when the online tutorials are taking place.
4. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
5. I will choose a sensible place to work from – ideally a living room - and I will dress appropriately for my lessons as I would do at school.
6. I will make sure that I have all the tools and resources I need in advance, so that I do not have to leave my desk and interrupt the flow of the lesson.
7. I will be at my online tutorial on time.
8. I will complete exercises as directed by my teacher and upload completed work to meet the deadlines set by my teacher.
9. I understand that my online tutorial may be monitored by senior leaders from the school.
10. I understand that Microsoft Teams is a closed school system open to me through the school's network and is limited to me, the staff and my fellow students. I should not invite any guests from outside the school to join the system through the use of my login details.
11. I will not under any circumstances provide my login details to anyone else. The system is fully secured and my activity on the system can be monitored.
12. I will be careful when opening and sharing files and attachments, checking for viruses etc. If I am unsure, I will never open a file, hyperlink or any other attachment.
13. I will not share my or others' personal information that can be used to identify me, other students or my teachers on any online space, unless a trusted adult has given permission or reviewed the site.
14. I will never take secret photos, recordings or videos of teachers or other students.
15. I will join the tutorials at the times I have been given and if I am unable to join the session for any reason e.g. through ill health, I will let my teacher know in advance.
16. I understand that a recorded copy of each tutorial can be accessed to keep myself and others safe.
18. I understand that if I have any concerns, I can contact the school and ask my parents/carers for help with this.
19. I agree that if I don't sign and return this form, I will not be able to access online learning via Microsoft Teams.