



MARLING
SCHOOL

Protocols for Remote Learning

Teachers will follow the protocols below:-

1. Use only Google Meet, within the school's Google Classroom environment, to livestream lessons or drop-ins with students.
2. Use the Edulink Communicator tool to notify students of a livestream, copying in parents and your Head of Department so they are also aware. A minimum of 24 hours' notice should be given.
3. If using the camera facility to share their image then ensure that there are no personal objects or information in the background.
4. Keep a log of sessions that they run, including anything that went wrong. All recordings of sessions will be saved on school systems only.
5. At the beginning of the session remind students that they have all signed a home school agreement which covers the acceptable use of ICT. The rules for use of ICT in this situation are exactly the same as they would be in school.
6. Establish some ground rules at the beginning of the session around how and when students are allowed to speak, including the management of students' microphone and camera use.
7. If something occurs during the session that gives a member of staff cause to feel uncomfortable then the session will be ended immediately, and a member of the senior team will be notified.

Please be aware that, as well as being recorded to make available to students who were unable to access the livestream, the sessions may be recorded for monitoring and safeguarding purposes. This means the session may be shared with relevant outside agencies in line with Marling School's Privacy Notices. The recording will be securely disposed of at the end of the current academic year.