

Online Engagement: Acceptable Use and Good Practice

When inviting students to join a Zoom/online meeting you could include the following bullet points in the invitation or advance notice you send out and reiterate them at the beginning of the online lesson.

Before

- Make sure the students have the invitation link readily to hand.
- The teacher and students should test connectivity and equipment before the live session.
- Make sure that the web cam can be moved to focus on correct hand positioning.
- The music teacher and the students should make sure they are situated in a comfortable position with suitable posture with light in front of them (not behind) to prevent being silhouetted.
- Staff and students may wish to use the “Blur Background” feature in many apps for privacy.
- Staff and students should aim to start the session on time.

During

- Students should be appropriately dressed
- Students should be in an appropriate location
- Students should make others in the house aware that their web cam is live and that they are in a ‘lesson’.

Wherever possible a responsible adult should be in the room with the student.

In addition please record your lessons to further protect yourself. Make sure students and adults are informed of this procedure. This includes any written ‘chat’. You may wish to disable the chat facility.

After

- Ensure the meeting has ended and no communication is continuing with the student.
- Transfer any recordings to a safe compliant place and make sure that wherever possible they are backed up.
- Inform line managers of any issues arising from the session.

