Informed Consent Letter

*In the new world of remote learning, we must seek ‘informed consent’ from parents/carers for their children to take part in activities / assemblies which maybe broadcast (live or recorded).*

*During the lockdown in place due to the Covid-19 pandemic, (or for closure of bubbles / isolation periods), Blackwater School will be using a variety of methods to support parents and carers with distance learning. Whilst this can never fully replace the opportunities your children would have in school, the aim is to give you the resources and support to use at home in order that your children benefit.*

*The systems Blackwater School is using are Seesaw and Tapestry in EYFS. In time, when we receive the training, we will be using Google Classroom as an additional resource to support this remote learning.*

*This is fully GDPR-compliant in that your children’s access and data is only available through the school. As soon as your child leaves the school, all details will be erased from these platforms. However, because this is internet based, we advise you supervise your child’s use of the system in line with our school e-safety policy.*

*During the activities / assemblies, it may be possible for the children to see each other therefore it is vital that if your child is watching the video of the session at a later date, they do not download it and share it outside of the platform.*

*We would like you to give permission for your child to access these resources and ask that you give informed consent. This information will be collated in school and will store data in line with our normal data protection procedures.*

*This is an exciting opportunity for us to collaborate with you in a new way, and we hope you are willing and able to support us in this endeavour.*

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***I give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to access these systems and resources.***

***I will ensure that they will not download or share any videos or any other content outside the school platform.***

 ***I would need support with computer equipment if we did have to close bubbles: YES / NO***

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Acceptable Use Policy for Live Lessons during the Corona pandemic**

**Guidance for Pupils**

1. At the start of the lesson/ broadcast, pupils will be shown the expected behaviours reminder detailing the ‘ground rules’ which include how pupils can signal that they wish to speak, just like in the classroom at school.
2. Pupils must be dressed appropriately for the duration of the video session. This does not need to be school uniform.
3. Pupils must remain on mute until invited to speak.
4. Pupils should be ready and waiting at the starting time of the broadcast – this means work out ready, with writing equipment ready and ready to look, listen and learn.
5. Pupils are prohibited from recording or capturing / screen grabbing content from the video call.
6. Pupils should remain on the public part of their house where an adult can see them and where there are not any personal photos etc.. on display.
7. Devices should not be used anywhere in the house if your parent’s do not give permission.

**Guidance for Parents**

1. Please give your child the space to participate independently and fully whilst you remain in ear and eye shot during the broadcast.
2. Parents should ensure that their child is aware of the need to behave in a session delivered by video link in the same way as if they were in school with the member of staff. If a pupil is behaving inappropriately, the teacher will ask them to leave the broadcast.
3. Parents should ensure that other family members are out of camera shot and do not contribute to the session.
4. Parents should be mindful of protecting their own data by ensuring that their invite / calendar / email account is closed before allowing their child to use the device.
5. Parents should ensure their child is familiar with how the whole process works.
6. Parents should ensure that the display name shows the pupil’s first name and surname.
7. Plug in and close all tabs: video conferencing uses a lot of machine power. It is a good idea to keep the device plugged into the mains power.
8. Do a practice run: role playing is a great way to prepare your child for what’s expected in the video class environment.
9. Set expectations for how your child should conduct themselves on camera: face the screen, mute themselves when they’re not speaking: unmute yourself when you’re ready to talk; turn off the camera if you need to blow your nose etc..
10. Just like in school, we might have a drink of water to hand but we wouldn’t eat snacks during a lesson so we won’t do this during a broadcast.
11. Assemble the necessary equipment: pupils may need earphones, a microphone and paper and pencils to take notes.
12. Consider the background; we ask that pupils don’t join broadcasts from their bedroom as this is a private space.
13. Just with regular school, pupils should go to the bathroom before the session.
14. Be respectful of others; as in the classroom we expect our pupils to be courteous to the teacher and to others. Impress upon them the fact that this is an unusual time for everyone, and appropriate behaviour should be maintained at all times.