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Wednesday 1st April 2020

Dear Parent/Carer

Re: Online Lessons

During these changing times, like many schools up and down the country, we have turned to technology to support us in giving students access to their learning and help them to stay on track. Technology has proven to be fundamental in allowing us to continue supporting your child by setting online tasks, providing links to useful resources and even giving us the ability to deliver pre-recorded and live lessons. Whilst these tools offer us a great new way of working, they do require us to be more mindful than ever before of e-safety and staying safe online. To support families, we have listed below some guidance and expectations for students participating in online live lessons with those members of UKAT staff that have chosen to use this technology.

We ask that you please discuss the following guidance and expectations with your child to ensure that staff and students can make the most of the fantastic technology available to us, in the safest possible way:

- Students should be fully dressed, wearing appropriate daytime clothing which is suitable for being in a live learning environment. Please ensure that your child is aware that nightwear, or being partially dressed, is not acceptable attire for participating in live lessons.
- No 1:1 live lessons should take place between staff and students. Those of our teaching staff who have chosen to use live lessons are doing so for group lessons only and students should not request individual 1:1 live lessons with members of staff.
- Any computers/iPads being used should be in appropriate areas of the home where they can be monitored regularly.
- Language used must be professional and appropriate, including that of any family members in the background that may be overheard.
- Students should register for live lesson software (e.g. Zoom) using only their school email address and not a personal email account.
- Live lessons (for those staff using them) will only be held during a planned teaching time outlined by the individual member of staff. These will always be held at times which fall between the normal school opening hours of 8:45am-3:00pm.
- Students should familiarise themselves with how to use the camera/microphone controls within the programme so that they have the ability to turn them on/off as they wish. Staff can assist with explaining how to do this during a live lesson setup.
- Live lessons must not be recorded by students.

In addition to the live lesson guidance above, we would also like to take this opportunity to remind you of general online e-safety and the importance of staying safe online. Further information can be found on the NSPCC website by following the link:

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Please remember that our ICT Systems Team are available to support with technology related questions/queries. They can be contacted by emailing:

ictsystemsteam@universityofkentacademiestrust.org.uk

Kind Regards,

Mark Cawthorne
Assistant Principal

