

HEADTEACHER:

**Alex Quane**

Deputy Headteacher:

**Sally Roddy**



Hailwood Avenue

Governors Hill

Douglas

Isle of Man

IM2 7PA

CRONK Y BERRY PRIMARY SCHOOL

## **Cronk y Berry Teams Video**

### **Guidelines for All Video Calls and Video sessions with school:**

- The parent or carer must make sure their child and other members of the household are aware the video call is happening
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct
- Staff will only video call an individual pupil with prior agreement with parents and the head teacher or deputy. This will always be at a pre-arranged time within the itslearning website.
- We will be using Microsoft Teams which has been set up by the Isle of Man Government's Technology Services
- Access to the video application Microsoft Teams will be at set times and accessed only via itslearning. Cronk y Berry staff will post a meeting date and time within the course they set up for distance learning. The children will need to log into their own itslearning account, click on the link to the Teams meeting and it will take them to the video call. This may open in a web browser or a pre-downloaded app for Teams (this may be on laptops, computers and devices such as iPads and phones).
- Staff will take a roll call of these meetings (this is an attendance log)
- Only Staff are permitted to record the meeting. Should a meeting be recorded, it will be stored on the school server.
- Pupils and parents will not be permitted to take photographs, screenshots or screen recordings using any device

### **Group Video Sessions**

- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation
- Parents will need to give consent for their child to be part of a group video lesson
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to the head teacher or deputy head

### **1:1 Video Conversations:**

- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or deputy.
- This will be at a pre-arranged time and day using the child's account on itslearning to access the call.
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room.