

Swansea Music Acceptable Use Policy for Parents and Pupils – Online Lessons

Swansea Music believes that the use of information and communication technologies brings great benefits. We recognise that there are online safety issues that need to be planned for that will help to ensure appropriate, effective and safer use of electronic communications. Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet, and other digital and information communication technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work with children and young people in Local Authorities are bound.

Parents / Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children.

Swansea Music request that parents read our Online Learning Guidelines and Digital Safety during Covid-19 guidance carefully and make sure they fully engage with the online lessons that will be provided where necessary over the coming months.

[Click here to view Online Learning Guidelines for Parents and Pupils June 2020 - E-Swansea Music](#)
[Click here to view Digital safety during COVID-19](#)

Online Learning Guidelines for Parents and Pupils

Please adhere to the following guidelines during online lessons:

1. Adhere to the Swansea Music's Acceptable Use policy – Online Lessons.

[Click here to view Acceptable Use Policy Online for Parents and Pupils June 2020 - E-Swansea Music](#)

2. Select a suitable, neutral location for your lesson, such as a living room or dining room, this should **not** be a bedroom. Please select an area with as few distractions as possible, select a place where the background is neutral and not displaying lots of personal items.
3. Digital devices should be set to blur backgrounds or use background pictures so that the inside of the home is not seen.
4. Pupils' behaviour and dress must be appropriate at all times. Pupils should be dressed in normal day wear attire (pyjamas are not permitted). Pupils are not required to wear school uniform. If pupils are not suitably dressed or if any behaviour is inappropriate, staff will end the online lesson immediately then email parents to inform them of the reason for this.
5. For pupils aged 14 and under, consent will be provided by parents/carers and they should be present in the room for the duration of the lesson. Pupils 14 years' old and over can give their own consent. Parents/carers are required to be present in the room if the lesson is provided on a 'one-to-one' basis or the session is a group and one teacher session. Otherwise, pupils 14 years' old and over attending a lesson with two teachers present can be unaccompanied. Nevertheless, it is recommended that a parent or carer will be present or close by, where feasible. Sessions are recorded with the sole purpose of safeguarding pupils and teachers.
6. Please join your lesson on time - a calendar invite will have been sent to your child's Hwb email to set the dates/times of the Microsoft TEAMS 30-minute lesson. Please accept this invitation to enable your child to join their TEAM and access their lessons. Please join the Hwb lesson on Microsoft TEAMS at the time stated and the teacher will be alerted that you are waiting.
If for example the lesson is scheduled at 9:00am, from 9:00am-9:10am pupils and the accompanying parent/guardian, should be set-up and ready with their instrument, music stand and pencil, to start the lesson at 9:10am promptly.
7. Take the time to check that all equipment is working, and you know how to use it well in advance of the lesson. The cameras on phones are normally better than built in webcams on laptops. Backgrounds must be blurred or using a background picture. Pupils are to start the lesson with sound and camera off. The teacher will inform pupils when to turn the sound and camera on. During the lesson pupils will be asked to turn their sound off when playing/singing. Pupils will end the lesson with the camera and sound on.

The teacher and support teacher will start the lesson with sound on and camera off and then turn their cameras on to join pupils at the same time. During the lesson the support teacher will turn their camera off. **All pupils, teacher and support teacher will end the lesson with their sound and cameras on.**

8. All written and verbal comments must at all times be appropriate to the formality of your lesson. Teachers and pupils should communicate as is normally appropriate in a lesson at school. A set of engagement and behaviour rules will be shared with pupils at a pre-session/start of the lesson, where the teacher will go through the ground rules and features to use in Teams, such as:

- Expectations of behaviour (reminding the pupil that the session is recorded for safeguarding purposes and a parent/carer needs to be close by)
 - The pupil's background must be blurred or using a background picture.
 - The pupil should be in a location where it is unlikely to be disturbed by intrusive events and noises.
 - Pupils are to start the lesson with sound and camera off. The teacher will inform pupils when to turn the sound and camera on. During the lesson pupils will be asked to turn their sound off when playing/singing. Pupils will end the lesson with the camera and sound on.
 - The teacher and support teacher will start the lesson with sound on and camera off and then turn their cameras on to join pupils at the same time. During the lesson the support teacher will turn their camera off. **All pupils, teacher and support teacher will end the lesson with their sound and cameras on.**
 - How to ask questions – open discussion/chat/hand up feature – depending on lesson etc.
 - Sanctions – sessions will be stopped if behaviour rules are broken etc.
9. The teacher will take a register and keep notes as they go along and send these via email, using HWB/.gov wherever possible, after the lesson is over. You may want to copy these up into your practice book for continuity.

General Online Guidance

1. Please be patient
2. Make sure you have made yourself familiar with the software beforehand and understand how it works
3. Ideally ensure your device is plugged in to a power source when in use
4. Please ensure you have your instrument, music books, pencil and music stand set up in advance, just as you would do in a normal lesson.

Acceptable Use Policy for Live Online Lessons

Good Practice

When using communication technologies Swansea Music considers the following as good practice:

1. The Swansea Music email service may be regarded as safe and secure. Staff will therefore only be using the Swansea Music email service (via HWB/.gov wherever possible) to communicate with parents.
2. Swansea Music staff, parents and carers should be aware of the safeguarding in place

[Click here to view Swansea Music Model Child Protection Policyv3](#)

3. Any digital communication between staff and pupils or parents/carers must be professional in tone and content. These communications may only take place on official, agreed systems. Staff's personal email addresses, text messaging or public chat/social networking programmes must not be used for these communications.
4. Specific consent for receiving instrumental tuition online should be sought, in addition to any previous consent gained for video and still photography.

Parents/carers and Pupils agree to:

1. Prepare for the session in plenty of time and ensure you join the session after the session has been started by a member of staff

2. Set-up in advance of the lesson starting. Ensure you have your musical instrument, music, music stand and pencil available
3. Ensure your device is powered from the mains and have a good internet connection and that you are not too far from the Wi-Fi router
4. Choose an appropriate workspace where other family members will not be walking around and disturbing you and explain to your family you are starting a lesson – this should not be in your bedroom
5. Minimise distractions. Turn off music, tv, phone, Xbox in the background. Don't impact on the experience of the lesson for other pupils
6. Ensure you dress appropriately and treat the lesson as you would in school
7. Show respect for everyone in the online classroom
8. Positively contribute to the class and not be disruptive at any time. Use the hands up tool to ensure you don't talk over others
9. Parents/carers can listen in on lessons and support their child but should not ask questions or speak for their child
10. Any comments or questions should be on the topic being discussed
11. Any comments or questions which are inappropriate will be removed
12. Behaviour in an online lesson should be as expected in any lessons and any disruption will be dealt with by the schools' behaviour policy.
13. If you disconnect from the call for any reason such as internet or power issues, don't panic, reset and join again
14. Do not make recordings/images of the class or the teacher
15. Learners agree not to initiate any live sessions without a teacher present