

STUDENT COPY



# ONLINE LESSON GUIDANCE



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# DATA PROTECTION

## Look after you and your classmates' personal information!

As you know, when you are in live lessons your name and image are on display as well as the chat and audio. This personal information is recorded by the school for safeguarding purposes, and only specific staff have access to these recordings to ensure the safety of everyone. This information is controlled by the school and it is important that everyone plays their part in ensuring **no other recordings or images** are taken of the live lessons.

**It is an offence to knowingly or recklessly obtain or share the information of these live lessons.** Students do not have permission to record, capture or share the live lessons. You wouldn't do it in a lesson so don't do it in live lesson!



### TIP:

If you are worried about anything regarding your data or you want to discuss this further contact your Year Leader.



# HOW WILL ONLINE LESSONS WORK?

If we are in a local lockdown or if your year group is asked to isolate and work from home you will follow your normal timetable.

- A register will be taken in the first five minutes of each lesson. just like in school.
- 'Live' lessons will take place in your normal subject slot on your timetable and will last for 45 minutes to allow time for set-up.
- You must ensure that you have a device/tablet with internet enabled to participate and interact in the lesson.
- You must ensure that you join the live lesson using Teams at the correct time using the instructions below.

# WHAT IF I CAN'T ATTEND MY LESSON?



In the unlikely event that you are unable to attend your online lesson, you **MUST email** your teacher **BEFORE the lesson** to let them know.

As soon as you are able, **you should access the lesson resources** which will be posted as an assignment.

# SAFEGUARDING "LIVE LESSONS"



It is essential that we are able to safeguard both staff and students during online lessons. To ensure we are able to do this, we have put in place stringent safeguarding measures:

**01** Students should be in a **private place** with as few interruptions as possible.

**02** Students should have their camera and microphone turned on but should behave exactly as they would in a normal lesson.

**03** The live class will be **recorded** so that if any issues were to arise, the video can be reviewed.

**04** **Language and behaviour must be appropriate**, including that of any family members in the background.

**05** **Written transcripts** of the lesson will be kept for 30 days.

**06** The online lesson will be **scanned** by the Trust's **internet safety software** for any inappropriate language.

**07** Students will **not be able to share their screens** unless requested to by the teacher.

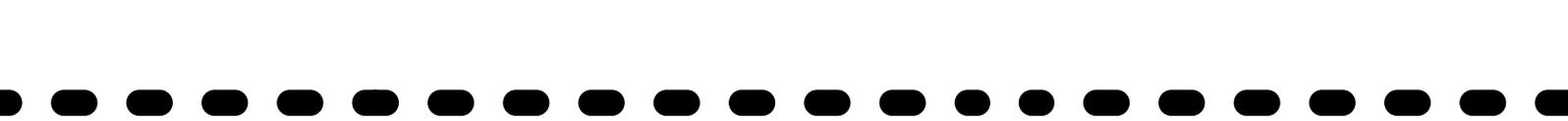
**08** The **chat function** should be used appropriately to feedback responses and ask question. It should not be used for any other function.

**09** Any messages sent and received will be kept in the Trust's **audit logs**.

**10** Staff and students must not remain in the virtual classroom **1 to 1** at the end of the lesson.

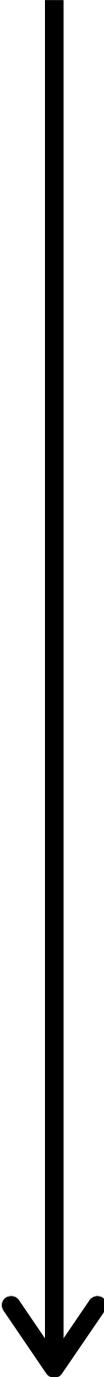
**11** Senior leaders will **dip in** to lessons to ensure content is appropriate.

**12** If a student has any concerns about the online lessons, they should report them immediately to their Year Leader.



# WHAT MIGHT A REMOTE LESSON LOOK LIKE?

Online teaching and learning is different to learning in the classroom and so you may find that the way the lesson is structured feels different. The lessons are likely to include the elements below:



1. **A review of prior learning:** prompting you to think about what you have learnt previously and how this will help you with your next steps.

2. **Explain:** There is likely to be some explicit teaching to help you to understand the class material. This might be a video, reading, PowerPoint.

3. **Practise:** Students will be taught a small amount of new information, then given a chance to do something with it before moving on. This will allow your teacher to see how well you are grasping the concepts. You will be able to put your hands up (virtually) so that you can ask any questions you might have.

4. **Reflect:** There will be points during the lesson where you are expected to reflect on what you have learnt after you have completed a piece of work.

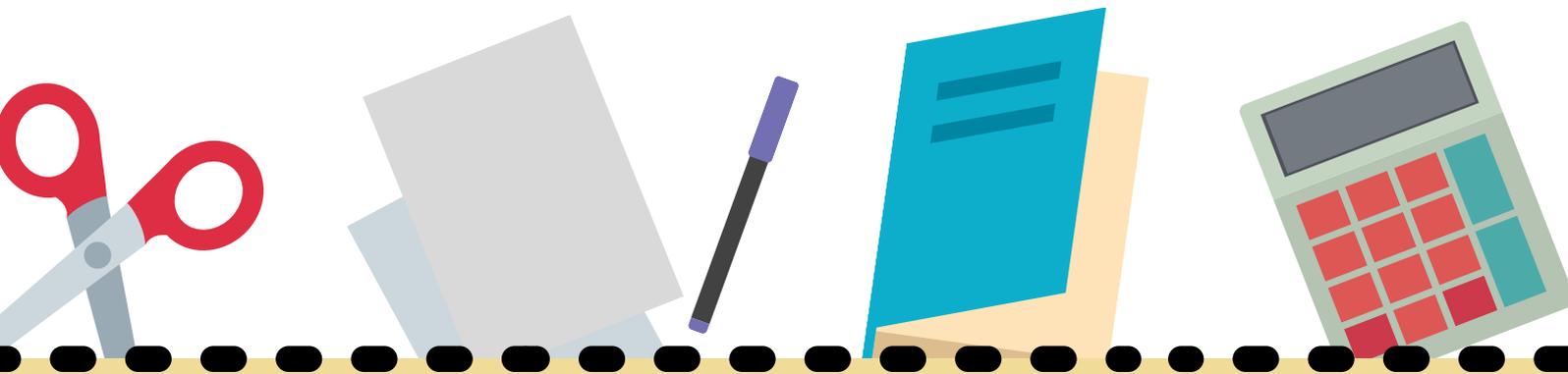
5. **Review:** There will be opportunities to review the learning in the lesson and think about common misconceptions and how you might apply the learning to a new situation.

6. **Independent Work:** You should “leave” the online lesson understanding your next steps for learning. This may involve completing a homework style task or further reading that will extend your learning.

# PREPARING FOR THE LESSON:

Ahead of your lesson, please think about what resources you may need. For example:

- The **equipment** that you will need to access the lesson (e.g. calculators, pens, paper, textbook, previous learning tasks etc.)
- **Evidence of a specific task** that you were asked to complete ahead of the lesson.



## ONLINE CONDUCT AND APPROPRIATE BEHAVIOUR...

Remember that this is a **normal lesson with your subject teacher**. All lessons are **recorded** for safeguarding purposes. We have the same **high expectations of behaviour and conduct** that we would have if you were in a classroom.

Failure to adhere to these expectations will result in a **referral** to your Year Leader and Principal and **further sanctions may apply**.



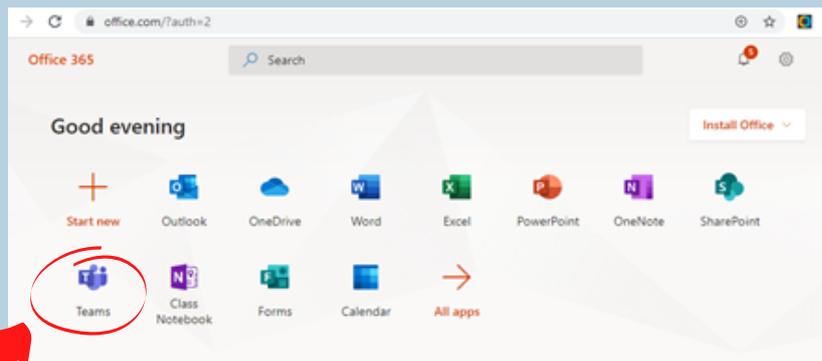
# JOINING AN ONLINE LESSON...



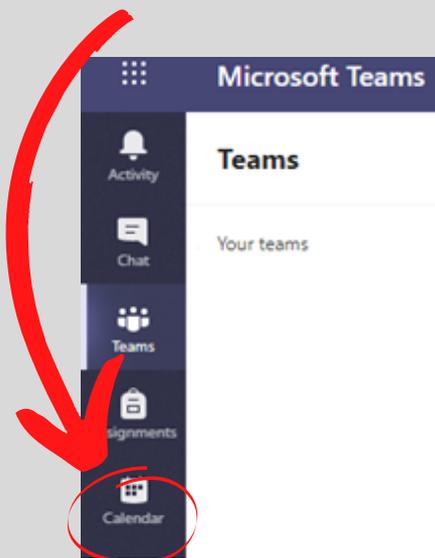
- 1 Go to **www.office.com** and sign in with your **school email address** and **password**. This is the same as you use in school to log onto the school system. If you have any problems then please email [studentsupport@archwaytrust.co.uk](mailto:studentsupport@archwaytrust.co.uk)

- 2 You should arrive at this screen....

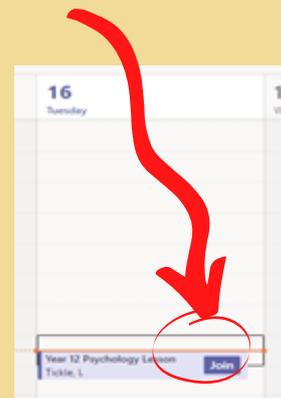
Click on  
**'Teams'**



- 3 Go to **'Calendar'**



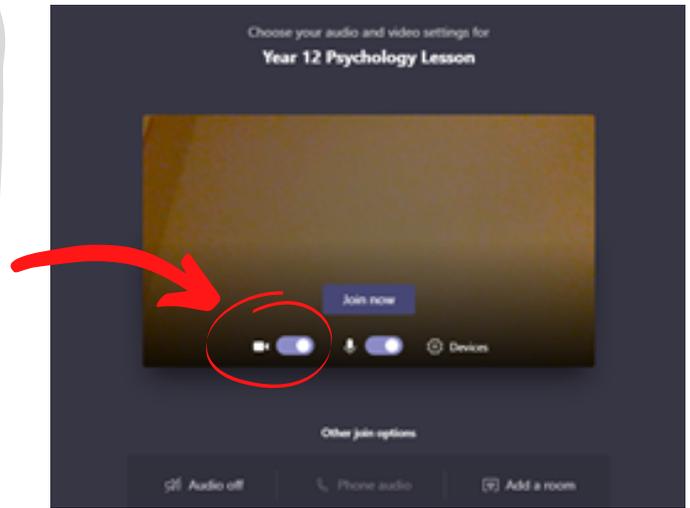
- 4 Find your lesson (there will be a lesson for each subject on your timetable) and click **'join'**...



5

You will see **this screen** (your face should be in the box).

Your camera should be **turned ON** but if it is not then you **MUST manually turn the video ON** (by clicking on it). Leave your microphone and speaker **ON**.



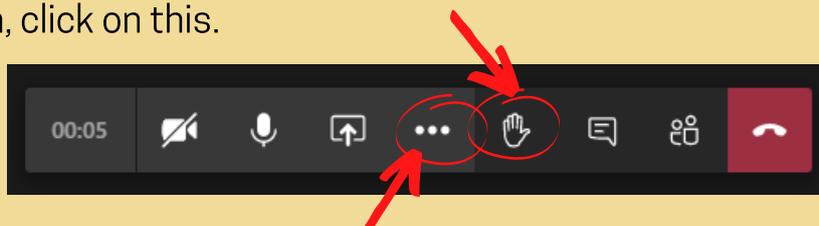
6

Click '**Join now**' button in the centre of the screen. You have now joined the lesson.

**TIP:** If you are having trouble with Microsoft Teams, try **logging off** and then logging back in again.

## ONCE YOU HAVE JOINED...

- You will see either your teacher or your teacher's screen (if they have chosen to turn their video off). You can talk and they will hear you so **you can ask/answer questions** as you go along. If there is too much background noise, please switch your microphone off. Do not interrupt the teacher when they are speaking.
- You can also show your teacher that you wish to speak by hovering over the bar in the **centre** of your screen and, if you are on a laptop or PC, you will see a hand sign, click on this.



If you are on your phone, click on the 3 dots that are on the centre bar and select 'raise my hand'.

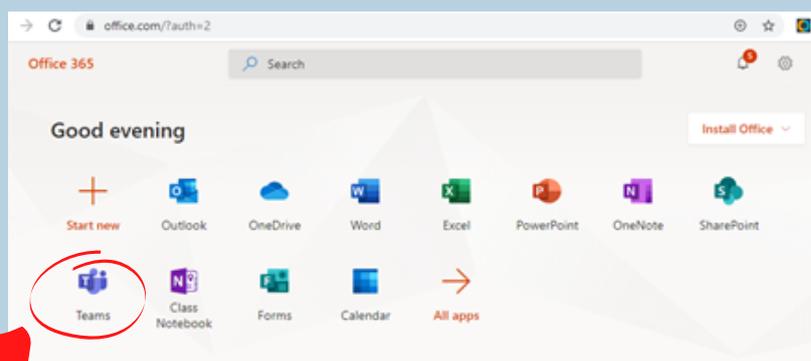
# TO ACCESS ASSIGNMENTS...

If you need to access the lesson resources, go back over content after the lesson, or complete a task for the teacher, you will need to access the assignment on Teams:

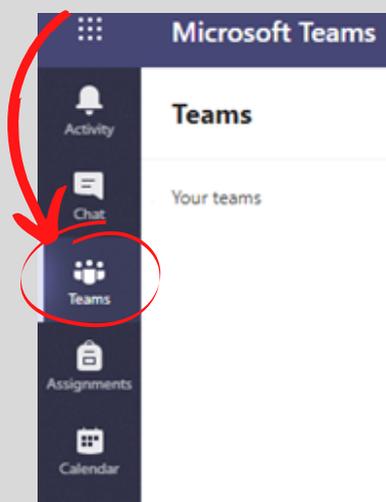
**1** Go to **[www.office.com](http://www.office.com)** and sign in with your **school email address** and password.

**2** You should arrive at this screen....

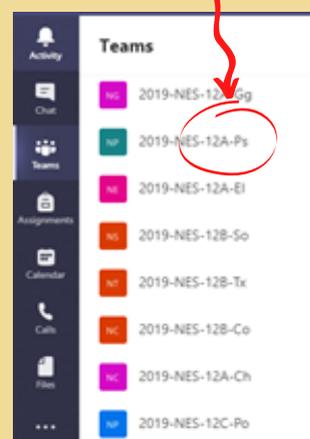
Click on  
**'Teams'**



**3** Go to **'Teams'**



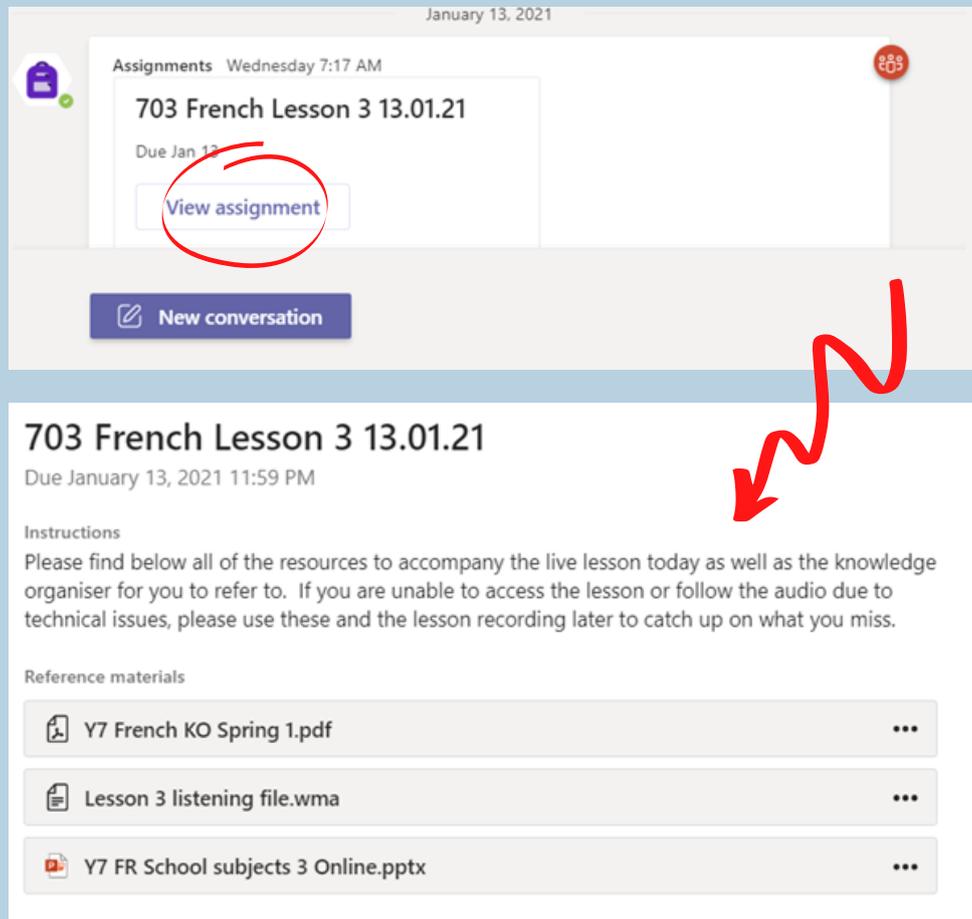
**4** Click on your class, for example, 12A Psychology...



# 5

This will **bring up posts** for your class.

Click on the assignment for the lesson in the newsfeed. Click **'view assignment'** and this will take you to a message from your teacher and the resources and links for the lesson.



## WHAT IF I HAVE ANY CONCERNS?

If you have any concerns about your online lessons, contact your **class teacher** or your Year Leader.

