**Blackpool Sixth: Student "video call" expectations**

**Introduction**

As we adapt to a new way of working amid the Coronavirus pandemic, we are presented with greater reliance on online learning. This document gives guidance on how video calling can be used safely whilst students are learning remotely.

**General principles**

1) Video calling can only take place on Google Meet via Google Classroom using your college account.
2) All participants will be made aware that video calls will be recorded by the college for both safeguarding and learning purposes.
3) It is not permitted for students to make any recording of a video call themselves, share a recording or use a recording for purposes other than for their own learning.
4) Access links for a video call must not be shared.
5) Make sure you feel confident and competent in using the technology. Ask your teacher for help if you are unsure or need support.

**Session management**
1) Engage with video calls from a quiet, private and appropriate location free from distractions.
2) Mute your microphone unless you are given further instruction by the teacher.
3) There is no requirement to use your camera. However, if you are asked to by the teacher, and are comfortable doing so, use as plain a background as possible. Use the blurred background facility, if available.
4) Use the chat facility if you want to ask questions or make an appropriate comment.
5) Do not leave multiple applications open during the call as this may affect the quality of the lesson.
6) If the teacher or other member of staff leading the GMeet loses connection then;
   a) wait for 5 minutes whilst the teacher logs back in
   b) keep cameras and microphones off (remember the session is being recorded)
   c) If the teacher, or another member of staff, does not join the session within 5 minutes then log out and wait for further instruction via email


**Behaviour Expectations**

All participants are expected to behave in line with existing college policies and expectations. This includes the college core values, the Blackpool Sixth Expects document and the Positive Behaviour policy. The points below highlight key behaviour expectations:

1) Follow the same behaviour expectations of a face-to-face classroom session.
2) Be punctual and courteous.
3) Dress in an appropriate manner as you would for a face-to-face classroom session.
4) Turn your phone to silent.
5) Language must be professional and appropriate. This is applicable to both verbal language and written language in the chat facility.
6) Do not eat or drink, other than water/tea/coffee
7) Do not share any personal information during the call (either your own or anyone else's).

**Reporting and managing concerns**
1) Participants are encouraged to report any concerns regarding a video call. This can be done by reporting to their Pastoral Mentor, Teacher or any member of staff.
2) If inappropriate behaviour takes place, participants involved may be removed from the video call by staff, the session may be terminated and the concern reported to their Head of Department or a member of the safeguarding and/or behaviour team.
3) Inappropriate online behaviour will be responded to in line with the existing positive behaviour policy, available on the college website.
4) Any safeguarding concerns will be reported in line with college's safeguarding and child protection policy available on the college website.