

Acceptable Use Policy

All online activity will be conducted to the same standards of effort and behaviour that is expected in the classroom at Bryanston.

I will not seek to disrupt or distract either my own learning or those of others with inappropriate use of the digital tools.

If I feel uncomfortable or feel that anything inappropriate has happened in the virtual environment I understand I should contact the **Designated Safeguarding Lead (DSL), Peter Hardy**. (Second Master – Tel: 01258 484684, email: secondmaster@bryanston.co.uk)

or one of the Deputy Safeguarding Leads (DDSL):

- Preetpal Bachra (Head of Pastoral - Tel: 01258 484518, email: psb@bryanston.co.uk)
- Claire Miller (Head of Boarding - Tel: 01258 484516, email: clm@bryanston.co.uk)

Guidelines for online learning (pupils)

IMPORTANT: Should Bryanston be required to close we expect to deliver some content through online lessons through Microsoft Teams.

Teachers will be working from home; these will not be classroom-based. Instead, they will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Teams. If a teacher enables video then their head and shoulders are visible, as are the pupil's head and shoulders.

While we are open some video-enabled lessons will be arranged between teachers and pupils in A3 and A2; this will be extended to other year groups should we be required to close. We will expect teachers to upload resources for all pupils, via Teams, to support them in their learning through this period of disruption.

You should behave online as you would behave in class.

What does this mean when you are taking part in a Teams lesson?

- You should turn up for a Teams lesson on time and with the appropriate equipment for that subject.
- You should end the Teams lesson when the teacher tells you it has finished
- You should not have a mobile phone with you when the lesson is taking place

- You should take part in the Teams lesson in a room other than your bedroom: dining room, kitchen, office, each are more appropriate.
- You must not take photos or screen shots at any point in the lesson
- All work uploaded to Teams should be your own.
- You should stay focused and quiet when involved in a Teams lesson.
- You should dress according to Bryanston's dress code
- You should know how to communicate with the teacher, and with other students, during the Teams lesson, and you should follow these rules throughout
- You should ask permission to leave your Teams lesson (for example, to go to the toilet); this should be done via the Chat function - You should not have drinks or eat any food during the lesson

Guidelines for online learning (parents)

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Parents can play a vital role in supporting their children during this period. Our advice would be:

- Keep in regular contact with your child's tutor
- Get to know your child's timetable, and check which lessons they are going to be having online
- Set up an email group, so that their teachers, tutor and Hsm can all be informed quickly and easily if your child is ill and unable to participate in online lessons that day
- If your son or daughter is preparing for public examinations please ensure that they donate the majority of their time to these. They should be spending the same amount of time on their studies at home as they would if they were in Bryanston. Timed assignments, such as essays, are excellent preparation for examinations.
- Check that they have all the appropriate materials for constructive learning: pens, paper, fully-charged laptop, reliable wifi connection, calculator, textbooks, etc.

- Be strict about where these lessons are happening: ideally they should be done in a private place (such as a dining room, or office) where interruption and distraction is kept to a minimum. A bedroom is not appropriate.
- Doublecheck that nothing personal (such as images, or messages) are visible, either on desktops, or in the background.
- Check that work being set by teachers is being submitted and that deadlines are being met.
- Keep asking questions of your child: this is new for all of us, so get suggestions from them about how it could be improved, and feed this back to your child's tutor.
- Make sure that your child dresses appropriately for any online lessons
- If you cannot be close by, encourage your child to drink water, eat healthily, and get some exercise, during the day (just as they would at Bryanston).

Dr David James
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