



Dubai English Speaking School & College

DESSC LIVE LESSON Policy

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DUBAI ENGLISH SPEAKING SCHOOL & COLLEGE

LIVE LESSON POLICY

1. RATIONALE

At DESSC, we understand the need to continually deliver high-quality education, including during periods of remote education - whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required. Through the implementation of this policy, we aim to address the key concerns associated with live online lessons, such as: systems and technology, safeguarding, conduct, and accessibility.

2. AIMS

This policy sets out the minimum expectations for staff and students when using online video conferencing tools. These expectations complement and do not replace any policies regarding communication etiquette with students. As we are a Microsoft school, staff and students are familiar with the Office365 suite, and this should be the only platform being used for online live meetings.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils from the risks associated with using an online lesson platform through the internet.
- Ensure staff and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during live online lessons.
- Ensure all pupils have the provisions required to take part in live online lessons.

3. RESPONSIBILITIES

DESSC staff shall only use Service Providers with whom the school has entered into a contract. If an employee has any question whether the school has a contract in place with a particular service provider, that employee shall contact the Director of Technology prior to using a virtual meeting service offered by a particular service provider.

Prior to contracting with a particular Virtual Meeting Provider, the school shall:

- Assess whether the Provider has any known security incidents, vulnerabilities or breaches.
- Review the Provider's privacy policy to ensure that:
 - Personal Data is not being shared with a third party, the Provider does not collect metadata (e.g. location data, data from address books, etc.) to process for its own purposes, such as commercial or marketing purposes.
 - The following aspects of the privacy policy would not run contrary to legal requirements, the school's Data Protection Policy and reasonable user expectations:
 1. The types of personal data being stored by/on the tool.
 2. The location(s) of where the data is being stored.
 3. Data retention periods.
 4. Default privacy settings/behaviour of the service.
 5. The Service's connection to any social media platform.
- Ensure that the provider uses end-to-end encryption

- Verify that the Provider requires attendees to enter a password in order to enter a virtual meeting room

After securing the Virtual Meeting Provider, the school shall:

- Ensure that proper security settings are standardised across all school accounts (e.g. enabling multi-factor authentication).
- Review the configuration options to assess whether the service can be run in-house (vs. requires external storage of data) and, if so, enable that functionality.
- Ensure that users have official, up-to-date and fully patched version(s) of the Virtual Meeting Service software

When conducting a virtual meeting, employees must:

- Confirm that meetings are private by:
 - Always using meeting passwords or secure calendar links to ensure that only authorised participants attend the meeting; or
 - Control guest access via a virtual meeting room.
 - Not sharing the meeting ID in a public place (e.g. on a public-facing website)
 - Use one-time meeting IDs (i.e. not using the same Meeting ID for consecutive sessions)
 - Review meeting participants to ensure unknown parties have not joined the meeting, and if an attendee's identity is unknown, ask the individual to self-identify;
- Inform individuals if you are recording the meeting and provide an opportunity to object to being recorded
- Remind people to turn off video (or cover up cameras) if being recorded

3.1 DESSC STAFF

Teachers must create a safe environment for themselves and our students when engaging in online face-to-face sessions. The following guidelines are there to protect both staff and students.

- Teachers should familiarise themselves with the functions of the platforms, including the privacy and mute settings.
- Teachers are NOT to record the online sessions.
- Teachers should consider and be sensitive to the needs of individual students, and children who may be sensitive to certain topics or issues that may arise during the online face-to-face sessions.
- Department Heads or Heads of Year should be on hand to handle any sudden changes or upsetting developments that may occur as a result of the face-to-face sessions.
- When a face-to-face session is finished, teachers should ensure that all students have left the session and close the meeting once complete. The Teacher should select the **End Meeting** option, and not simply 'Leave' the meeting
- Middle and Senior leaders should support colleagues within their department, allowing opportunity to 'check in' to meetings to ensure consistency.
- When required to meet for live face-to-face sessions, teachers should notify students at least 24 hours in advance.
- Where necessary, the first few minutes of each face-to-face should be a brief reminder of the expectations, rules and regulations which keep children and teachers safe online.
- Video conference from an environment that is quiet, safe and free from distractions

- Ensure you are in smart casual dress.
- Teachers should never engage in a one-to-one meeting with a student. If this happens, the teacher should end the meeting and reschedule.
- Do not engage in conversation with parents but advise them to make contact using normal methods. These sessions are for teacher-student communications only.

3.2 DESSC STUDENTS

Students are expected to abide by the following guidelines:

- I will only use technology for school purposes as directed by my teacher.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using online meetings technology; this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I understand that when using applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied, and my parent may be contacted.

When using online video platforms, students must remember that this is an extension of the classroom, and they should conduct yourself as they would in a classroom. This includes:

- Video conference from an environment that is quiet, safe, and free from distractions. Wear headphones to help block out environmental noise
- Be on time for the interactive session
- Be dressed appropriately for learning, as directed by the school
- Remain attentive during sessions, working independently
- Interact patiently and respectfully with teachers and fellow students
- Provide feedback to teachers about experiences and any relevant suggestions
- Students **MUST NOT** record each other's online interactions or the video lessons
- Students **MUST NOT** share recorded lessons publicly
- Make sure the student ends the session as soon as the teacher advises to do so

- Students setting up school related meetings with another student are required to follow the same guidelines set out in this document.

3.3 DESSC PARENTS

- Parents should be aware of, and approve, all times that students are meeting online with their teacher and class.
- Parents are not to try engaging the teacher in conversations before, during or after the online session. All parent-teacher communication must be processed through the normal channels.

4. IMPLEMENTATION

All participants are to follow the above expectations at all times. Any breach of these expectations must be reported in the normal way and documented appropriately e.g. Student misconduct in a face to face session should be recorded in iSams/Go4Schools.

Teachers should report any safeguarding concerns resulting from online face-to-face sessions to the appropriate Child Protection Officer in line with the Child Protection Policy

5. EVALUATION

“This Policy will be reviewed annually”.

6. APPENDICES

None