

## Jackdaws Remote Learning Guidelines and Safeguarding

### **To participate in sessions via video link, you will need:**

- Any device (computer, tablet, mobile phone) with the Zoom app
- Internet connection or data plan
- To read and abide by the Jackdaws Remote Learning Guidelines and Safeguarding document

### **Courtesy in an Online Setting**

- Familiarise yourself with how to switch your camera on/off, and how to mute/unmute your microphone; Please mute your microphone whilst other another person is playing or talking, and keep your video turned on throughout the session
- Be sure to wear appropriate clothing
- Consider that your surroundings will be captured on camera; ensure that the location you are broadcasting from is free from explicit, personal, sensitive or controversial content. Avoid broadcasting from a bedroom.
- Remember to close any browsers or application windows which are not intended for broadcast – screen sharing is easy and allows others to see your computer/tablet/phone. You would not want to share sensitive information by mistake.
- Make sure that you are aware of turning on “original sound” in Zoom (for more information visit <https://support.zoom.us/hc/en-us/articles/115003279466-Preserve-Original-Sound> )
- If playing a digital piano or keyboard, please check that transposition has been turned off; these might have been unknowingly transposed at some point and may not be at the same pitch as an acoustic piano.

### **Safeguarding**

- Attendees must be over the age of 18 at the time of the meeting. Attendees under the age of 18 must have a guardian present, who is able to see the screen at all times.
- Obey the standard rules of online safety regarding sharing of personal information – never share passwords or personal details.
- Do not record sessions
- Video feeds of both student and teacher must remain 'On' throughout the lesson