

## Covid-19 Use of Showbie Behaviour Agreement

When agreeing to allow your child to access planned Showbie during this time, it is with the knowledge that there is some risk involved in relation to the use of online video communications. We must all work together to keep everyone safe as is possible. The following behaviour expectations must be understood and followed by all, if we are to minimise the risk to our school community.

- **St Joseph's Catholic Primary School will:**

- ✓ Provide an approach where risks have been assessed, and measures put in place to minimise risk, using guidance currently available
- ✓ Continuously update risk assessments and safety measures in response to new information from trustworthy sources
- ✓ Ensure only class teachers set up Showbie live sessions (unless an alternative arrangement has specifically been made and authorised by the headteacher)
- ✓ TAs and volunteers may **join** the meetings to support small groups or 1:1 at the direction of the teacher
- ✓ Ensure class teachers use their professional account to set up meetings
- ✓ Set up a secure sessions through Showbie
- ✓ Share the Showbie live session link only on Showbie, where all children have access.
- ✓ Specify the date and time of the Showbie live session
- ✓ Continue to follow school policies, including the Safeguarding and Child Protection Policy
- ✓ End the meeting if the safety of the staff member or children is compromised
- ✓ Take steps to manage or remove any child or family not complying with the expectations outlined

- **Child: To keep everyone safe, I will:**

- ✓ Ask an adult to log into the Showbie live session using the link shared on Showbie
- ✓ Make sure my adult stays in the vicinity at all times during the call
- ✓ Make sure I am in a central area of the house, and not in my bedroom
- ✓ Make sure that I am dressed properly for the call (for example in clothes that I might wear to a non-school uniform day)
- ✓ Join the call with my microphone muted
- ✓ Follow the school expectations for behaviour and be kind to everyone on the call
- ✓ Follow the instructions from the teacher about using my camera, microphone, raising and lowering my hand and using the chat feature
- ✓ Wait patiently for my turn to speak, and know that it is ok if I would rather just watch and listen. There is no expectation to say anything during the call.
- ✓ Ensure anything that I say or share (e.g. pictures) is appropriate
- ✓ Make sure that I do not share any photos of other people, even if they are in my family
- ✓ Make sure that I leave the call when I am asked to
- ✓ Understand that if my behaviour is not acceptable the class teacher may mute me or ask me to leave the call
- ✓ Tell an adult if I am upset or concerned about anything that I have seen or heard online

- **Parent / Carer: I understand and agree to the following expectations:**
  - ✓ The class teacher will open and close the chat at their discretion
  - ✓ I will ensure that a parent/carer remains in the vicinity with my child for the full duration of the Showbie live session
  - ✓ I will ensure my child is in a central room in the house e.g. not their bedroom
  - ✓ I will ensure that other members of my household understand that a Showbie live session is taking place and that they should not appear in the background of the call
  - ✓ I will try where possible to ensure that the background is neutral and does not contain any personal information.
  - ✓ I will not take part in the call and understand that this is an opportunity for class teachers and children to connect. It is not an opportunity to discuss online learning or my child's specific needs
  - ✓ I will not record any part of the Showbie live session using another device
  - ✓ I will not share any sensitive information another child may say during these calls
  - ✓ I understand and consent to the lessons being monitored
  - ✓ I agree that I am responsible for disabling the webcam and microphone features prior to entering the lesson
  - ✓ I understand and am mindful that the webcam and microphone ability can be re-enabled by myself or child during the lesson
  - ✓ I understand that the Showbie live sessions are to engage and encourage contribution
  - ✓ I understand that all chat logs are recorded
  - ✓ I understand that if I have any queries or concerns about something shared within the call I can contact the class teacher using a message on either Showbie or phone call.
  - ✓ I understand that if I have any non-lesson specific questions I can contact the school office