Parent and Pupil Guidance for Online Lessons

This document establishes the expectations for young learners and parents/carers when participating in Reid's Digital Music's online lesson.   It is important that you have read and understood this document before enrolling onto our online lessons. The purpose of this document is as follows:

- Ensures a high-quality learning experience for learners online learning

- Makes clear the rules for learners and parents

- Safeguards all parties involved

Parents/Carers

- Ensure the Google Chrome browser is installed onto your computer, as this is required to use both BandLab and the video communications app 'Google Meet'.

- A desktop or laptop computer with a webcam (use of which is optional), microphone and speakers is required to participate in lessons. It is important not to use headphones as the tutor will need to hear learner's work through your internal microphone via the laptop speakers.

- Test your Internet connection with a friend or family member before the first lesson. Attempt the following if you experience a slow connection:

    o Move your computer closer to the router or connect it to your router using a network cable.

    o Check that other people in the house aren't using the Internet at the same time. Streaming video/TV downloading etc can contribute to a slow connection.

    o Test the speed of the internet connection using a website like www.speedtest.net

    o Contact your service provider and ask them to check for faults on the line.

- Parents are expected to be present at the start and end of lessons to support with setting up and packing down. Younger children may require a parent to be more involved to keep them focused during the lesson.

- An adult should be in ear shot of the child during online lessons in case of any concerns, which may include the following:
    o Allowing additional time to set up the technology.
    o Technical issues with the computer, music production software or internet connection.
    o Other issues, such as not being comfortable with what is happening in a lesson.

- Ensure that your child is safe in their environment for the duration of the lesson. Learners should be placed in an appropriate space (e.g. not a bedroom) with minimal disturbances.

- The space in which your child sits during online lessons should be neutral and not reveal any details about your personal life. This is to prevent inappropriate content being shown to other learners via the webcam. For example, ensure there is not a TV or screen switched on or age-inappropriate or offensive posters. Also remove personal items that may distract other learners.

- Learners must not share any personal contact information with teachers or other students (e.g. social media names or phone numbers). Tutors will remove any learner from the online session and contact parents/carers to discuss how to stay safe online.

- Both learners and tutors are not to take screen shots or video recordings of the lessons.

- You must ensure that your child does not sign themselves off from Google Meet at the end of each lesson. Learners have the ability to reuse the Google Meet link when they sign themselves off. This means children can potentially come together on Google Meet without an adult present, which provides child safeguarding concerns. The tutor will remove each learner one-by-one from each session.

- Any safeguarding concerns can be addressed to RDM's Designated Safeguarding Lead Alastair Reid (contact via email address 'info@reidsdigitalmusic.co.uk')

Parents/carers are required to read and discuss the following with your child prior to their first lesson. You may also need to remind them of the rules throughout the duration of the course. If you have any questions or concerns, please speak to the designated safeguarding lead Alastair Reid.

Pupils

- Make sure you are appropriately dressed (e.g. not wearing pyjamas). Learners should wear clothing that would be worn in classroom setting.

- Ensure to log-in to BandLab and prepare to join Google Meet a few minutes before the lesson starts. If you do for whatever reason enter the lesson late, please ensure your microphone is muted so not to disturb the flow of the lesson.

- You must act appropriately during online lessons as you would in the classroom.

- Ensure your microphone is muted during lessons unless directed to unmute it by your tutor.

- The turning on of your web camera is optional, although having it turned on enhances the learning experience for both you and your tutor. You will however, be required to share your screen (the BandLab interface) in order for your tutor to help you.

- Please inform your tutor in the chat or via email if you experience any technical hitches.

- Use chat tools appropriately. Any misconduct will result in the tutor removing you from the lesson.

- Follow the teacher's instructions.

- Ask the teacher before leaving the session (e.g. to use the toilet).

- Do not answer phone calls, messages or use other devices that aren't requested by your tutor for learning.

- Ensure other browsers or apps are not open during the online lesson to reduce the risk of inappropriate content being displayed on screen to other learners.

- Learners are not to take screen shots or video recordings of the lessons.

- Learners must not sign off at the end of the lesson. Please wait for your tutor to remove you.

- Learners must not share any personal contact information with teachers or other students (e.g. social media names or phone numbers). Tutors will remove a learner who does not comply with this rule from the session and contact parents/carers to discuss how to stay safe online.