

This policy explains

- How we offer Language Clubs, Group or 1:1 tuition online
- Our online safety and safeguarding procedures for students with a particular focus on minors
- Your commitments as an adult student or parent / guardian of a student
- Our expectations for behaviour and communication using online technology
- We reserve the right to amend this Internet Acceptable Use Policy from time to time without prior notice; the latest version will be kept up to date within the Online Booking Form.

This is version 1.3 and was last updated on 20th August 2020.

Our Online Group & 1:1 Language Tuition is offered to further educational goals and language learning objectives. A group or individual learning plan is designed and agreed with the students.

Our Online Language Clubs are offered in good faith to support the students with their language learning whilst schools are closed due to the Covid-19 outbreak. The online clubs offer the students the chance to connect with their school friends and enjoy fun activities in French and Spanish that we would normally run in our Before & After School Clubs.

As the Online Language Clubs are offered to minors, their online safety and our safeguarding procedures have been carefully considered. In order for your child to join our Online Clubs it is important that you:

- Sign your child up to the session via our Online Booking Calendar
- Read and agree to the terms of our Internet Acceptable Use Policy as part of the booking process and share the behaviour guidelines with your children
- Set your child up ready for the online club in a communal living area where you are responsible for monitoring the online club in the background. You are welcome to join the club with your child
- Appear with your child at the start of the session to confirm that you are happy for your child to participate and you will be monitoring in the background. To manage this, Language Clubs will hold a student / parent register at the beginning of the online club

We use various technologies for offering online clubs and tuitions, including Skype and Zoom amongst other recognised providers. Zoom is an online video conferencing tool that can be used to support learning from home; it is being widely used by many educational establishments and organisations. This policy sets out acceptable use for our online clubs and the following should be observed by all users during any online meeting:

- Any computers or mobile devices used for the meeting should be in an appropriate area (not a bedroom) and where possible against a neutral background
- All users must wear suitable clothing, as should anyone else in the household who might appear in the background
- Language used must be professional and appropriate as it would be within a classroom environment, including for family members in the background
- Significant disruption, rudeness or inappropriate content by a user will result in the user being removed immediately from the session and any future online clubs

- Any user alarmed or concerned by any online session (either for content, breach of this policy or other worry) should immediately contact Debbie Jackson-Cole
- Language Clubs manages the overall permissions and settings that are available from the online meeting providers, eg. when using Zoom, the following features have been disabled to ensure adequate safeguarding of users (eg., private messaging between users, users are unable to share their screen, upload documents or record the session)
- All users join a Virtual Waiting Room before the meeting starts so we only admit participants to the meeting who have signed up for the session via the online calendar and received the private meeting URL. The meeting room is then locked to other participants for the duration of the session
- Whilst it is possible for the meeting host to record sessions, Language Clubs do not intend to record or broadcast any of these sessions and will not record any of the online teaching sessions without asking for prior written parental permission
- Please note, participants do not have to share their video or be unmuted, they can listen in and use the Chat functionality to ask questions or join in with the activities. The participant can also leave the meeting at any time
- Use of online teaching sites. Any online teaching and language sites that we use have been recommended by other teachers within the MFL community, eg. in the homework you might find links to EdPuzzle which allows teachers to use YouTube Videos and create quizzes for the students. You do not have to login to use this site, a public link is shared to the specific quiz or game created for our Language Club.
- Use of YouTube videos. Music is a fantastic way of learning a language, any YouTube videos used are carefully chosen and a link to that specific video can be shared in the homework tasks. Please can parents watch the YouTube links with your child, as you will then be able to close YouTube after the video chosen for their homework is finished. We cannot guarantee that the next song that plays or adverts will be suitable
- Intellectual property rights must be respected at all times and users must not copy or transmit any material / content provided by Language Clubs in the Online Clubs. Language Clubs will acknowledge sources when sharing work

Regular reviews of this Acceptable Use Policy will be undertaken and amendments made to reflect changes to ICT guidance for Education providers.

Deborah Jackson-Cole has an Enhanced Disclosure & Barring Service Certificate that is renewed and checked annually in January.

Deborah Jackson-Cole is registered with the Information Commissioner's Office and the Language Club Privacy Policy can be [accessed here](#).

Thank you for your support in creating a positive and safe online learning environment.