



Student and Parent guidance for remote online learning via video conferencing

At times, remote online learning is an integral part of the Brockenhurst College curriculum. It is important that appropriate rules and standards are put in place and are clear. Below are guidelines for students and parents to ensure that everyone can benefit from learning using these technologies in a safe and effective manner.

Student expectations

- All online sessions are part of the student's timetabled programme and attendance is mandatory. If a student is unable to attend the session they must ensure that the teacher is aware of this in advance to make sure that arrangements are made to catch up on the work. Medical absence should be phoned in to the College's absence number in the usual way or by emailing attendance@brock.ac.uk.
- Online learning should be considered an extension of classroom learning, and as such the College expects students to adhere to the College Code of Conduct at all times.

In addition, students should:

- Arrive on time and be ready for learning.
- Be dressed appropriately.
- Be in a place suitable for learning free from external noise and distractions as much as possible.
- Ensure that there is nothing offensive in nature that might be able to be seen from their webcam. Students are reminded that it will be possible for the lecturer and other participants to see and hear them when using video conferencing.
- Ensure they are using appropriate language and behaviour as they would in a normal classroom.

During the online learning session:

- Students should have their camera on and microphone off by default. This will allow everyone to learn without the risk of distracting background noise while ensuring that the teacher can see participants in the lesson. These can be switched on when needing to ask a question or interact with others.
- Students should ensure that they are following the instructions given to them by their class lecturer during the online sessions to ensure that the session runs effectively.
- Any work that is completed in MS Teams breakout rooms will follow the same set of guidelines.

Note: All live sessions are recorded to enable revisiting of the session in class or for revision purposes and to enable learners not able to join the live sessions to access the content.



Use of 'Breakout Rooms' in MS Teams

- If a student works in an MS Teams Breakout room, they should continue to follow all of the above guidelines at all times.

1-1 tuition via video conferencing.

There may be times when it is beneficial for a student and a member of staff to have a 1-1 meeting via video conference. Examples of this might be a foreign language oral tutorial, to work through assignment feedback or have a catchup session.

As students under the age of 18 are still classed as children, the College needs to ensure that appropriate safeguarding procedures are put in place to protect both staff and students during 1-1 sessions. This extends also to vulnerable adults over the age of 18.

If a student is to have a 1-1 video conference with a member of staff the following will apply:

- All of the above guidelines with regard to student expectations continue to apply.
- All sessions will be recorded.
- Both the student and the parent should be informed in advance that 1-1 support will be taking place including a date and time.
- *Where practical*, agreement from a parent that they are happy for the session to take place.
- *Where possible* a parent is present or nearby during the call and, *if possible* the parent to speak with the staff member at the beginning and end of the call.
- *Where practical* the student should take the call in an open area and preferably be close to others while the call is taking place. It is preferable that they are not in an isolated place in their house such as a bedroom.

Should there be any concerns, parents or students can contact a member of the College safeguarding team at safe@brock.ac.uk