



Lancaster Royal Grammar School:

Guidance for Pupil Webcam use on Teams

The purpose of enabling the use of webcams for pupils on the Teams platform is to enhance the learning experience in situations where teacher/pupil interaction is valuable to the lessons. The following guidance aims to allow this to happen while promoting appropriate behaviour and protecting the privacy of members of LRGs and their families.

Pupils must follow these principles and expectations:

- the school's Acceptable Use Policy, behaviour and anti-bullying policies apply to activity on the Teams platform;
- conduct on Teams should be equivalent to conduct in 'normal' school, equivalent standards to those expected in a physical classroom are also expected in a virtual classroom;
- the use of pupil webcams in lessons is at the discretion of the teacher who will have the final say on whether webcams are permitted in the lesson;
- pupils can also choose not to turn their webcam on;
- at no time are pupils permitted to take screenshots or recordings of other pupils or members of the school.

Prepare yourself and your environment:

- find a quiet place, free from distraction;
- work from the same location each time, so you can ensure you can control the background. Run test sessions to make sure your area is adequately lit, and the background is not distracting. You may want to consider a background screen, to create a clean, uncluttered space;
- take measures to safeguard your privacy and be mindful of revealing personal information through what can be seen in shot;
- dress appropriately as would be acceptable on a non-uniform day in school;
- don't eat or snack during lessons and limit distractions;
- be mindful of your surroundings and make sure others in your house are aware you're in a lesson and using your webcam.

Accept the norms of the online lesson:

- follow the teacher's lead on what's expected in class;
- mute your microphone when others are talking,
- don't purposely distract others and above all, be kind and respectful.
- N.B. Students who don't follow these rules and expectations will be removed from the virtual classroom.