



Advice for Pupils and Parents/Carers

At all times, please adhere to the Aberdeen City Council "Digital Learning Online – Advice for Pupils and Parents".

All Teachers have been asked to ensure pupils in each of their classes have appropriate work set on Google Classroom. This work should be monitored, and feedback given that is meaningful and given at the appropriate time. Teachers have also been asked to monitor engagement with the work that has been set.

Teachers may wish to live-stream lessons from their homes to pupils. This should **only be done using the Google Meet platform** that can be accessed from Google Classroom and will only be used where the teacher feels it would be beneficial.

To ensure that live streaming of lessons works safely and effectively:

- All live sessions will be recorded. Pupils must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then the pupil may be blocked from future sessions.
- Pupils should turn their microphones to mute as this prevents noise disruption during the lesson. If they wish to ask a question or respond they can either turn the microphone on or type their comment.
- If a pupil does not wish to be recorded, they can turn their camera off.
- Pupils must always behave appropriately. The teacher can mute and remove anyone from a session if it is felt that their conduct is not acceptable.
- Pupils and parents can contact staff through Google Classroom or through an email address ending @ab-ed.org that has been given to them by their teacher.
- Please ensure the background in your home is neutral and no other people are visible or audible during the lessons.
- Please ensure appropriate dress during live-streaming.
- Parents should not get involved in lessons but please talk to your child about them afterwards and encourage them to take part.