



LMS Teacher Protocol for Delivering Instrumental and Vocal lessons via LMSDigiTeach

In order to ensure that online learning is a safe and enjoyable experience for all concerned, we have put together the following Protocol that tutors must adhere to. This document offers some agreed LMS guidelines to protect You and the Student during online learning.

All the rules for safe, professional behaviour that apply in a practice room lesson at school or in a music centre, still apply online. Please remain as professional as you do normally.

As you are already aware, all our teachers have been safely recruited, have up-to-date training, are fully DBS checked and are experienced professionals.

In addition to this, online learning has the following safeguards in place:

- Parents confirm that they have read and agree to the Protocols before lessons commence via SpeedAdmin, therefore, no additional permission needs to be requested.
- All lesson invitations will go to parents/carers via your lincolnshire.gov.uk email account or SpeedAdmin communication channels.
- The parent should log in for their child.
- If anything happens that you, as a parent, feel uncomfortable about you should report it to our designated safeguard lead for LMSDigiTeach, David Chambers, by emailing David.chambers@lincolnshire.gov.uk immediately.

Microsoft Teams

LMS and LCC recommend the use of Microsoft Teams. This is accessible from the menu in Microsoft office when you sign in via www.office.com.

- [LCC Teams Introduction on Sharepoint site](#)

For assistance in using Microsoft Teams and setting up 'meetings' (lessons), please see the link above to the LCC intranet site.

If struggling, and you need to refer back to 'Zoom', please do so but use the previously assigned account from LCC.. Google Accounts will not be assigned this time as Teams is a suitable alternative.

Commented [JM1]: Can we put the link here so parents know how to do this?

Commented [AR2R1]: Parents already agree within the Terms and Conditions agreement in SA to the previous online protocol doc. However - for those affected by this, we could ask them to complete a quick form to say they've read and understood the update?

Commented [JM3]: Is this advice or the agreed platform? Can they use other platforms if preferred etc zoom. Assume it has to be from a professional e-mail address?

Commented [AR4R3]: @Jennifer McKie It's my recommendation in trying to align to LCC provided platforms. It's more 'managed' than Zoom is and should create me less (arguable) work. It could embrace LCC IT solutions already paid for.

LMS Protocols for Online Teaching

- Lessons will not be recorded, by the Teacher, Student or Parent under any circumstances. This includes the use of screen shots.
- Preferred software is Microsoft TEAMS, accessed by logging in on a browser via Office.com. Do not try and download Teams to your personal device desktop as this will not work. Teams IS accessible via Apple iPad however.
- I agree to maintain a professional background for lessons. Clear walls with no personal details (children's pictures etc). As good practice, you should greet the Parent before the lesson commences.
- I understand that the lesson must take place in a suitable room where there are no other people.
- I understand that lessons must never take place in a bedroom, for any reason.
- I will ensure that am dressed appropriately in professional clothing.
- I am aware that the chat facility in TEAMS is not to be used as part of the lesson unless the teacher is sending specific instructions. Normal chat functions can be used within SpeedAdmin if open in another browser page.
- I understand that lessons will be timetabled within SpeedAdmin and that any lesson change will be notified in reasonable time.
- I understand that no other contacts are invited into the online lesson. As per lessons in school, the lesson is for the Tutor and Child explicitly. Arrangements for the date and time of the lesson should be made between the parent/carer and the instrumental teacher only, not the student themselves – it would be advisable to confirm the lesson time and date by email and confirming within SpeedAdmin.
- I understand that if the Student does not attend a timetabled lesson without prior agreed rescheduling, there will be no refund. If the Student is late for a lesson, the teacher will remain available to teach for the unexpired period of that time-tabled lesson ONLY.
- I understand that if the lesson is affected by background distractions that make it impossible for me to deliver the lesson and/or other children are visible, that the lesson will be ended. The teacher will seek to rearrange the lesson where possible but, if it cannot be rearranged, the parent will forego the lesson.
- I understand that if the lesson is affected by technical issues that cannot be fixed within a reasonable period of time, then I will end the lesson and contact the parent via SpeedAdmin chat, email or text from a corporate device. Where possible, I will seek to rearrange the lesson.
- This Protocol is only applicable when normal face to face music lessons cannot take place.