Polisi Defnydd Derbyniol Ffrydio Gwersi Byw

Live Streaming Sessions Acceptable Use Policy

January 2021

Ffrydio Gwersi Byw
Polisi Defnydd Derbyniol

Mae athrawon yn cytuno i:

- gyflwyno gwersi wedi'u ffrydio'n fyw trwy Microsoft Teams neu Google Meet trwy HWB yn unig
- ddechrau sesiwn fyw ychydig cyn yr amser a drefnwyd i ganiatáu cychwyn prydlon i'r wers
- hysbysu'r dysgwyr o wersi wedi'u hamserlennu yn ogystal ag unrhyw adnoddau fydd eu
- hangen yn ystod y sesiwn honno (dogfennau, cyflwyniadau ac ati)
- drafod rolau a chyfrifoldebau a darparu tiwtorial byr ar y system ar ddechrau pob gwers
- hysbysu uwch dîm rheoli'r ysgol, dysgwyr a rhieni am unrhyw wersi a gaiff eu canslo neu newidiadau mewn trefniadau
- sicrhau bod ganddynt y wybodaeth ddiweddaraf am yr holl bolisïau a gweithdrefnau
- perthnasol, gan gynnwys polisïau diogelwch ar-lein, diogelu a diogelu data
- atal sefyllfa un i un mewn unrhyw sesiynau a thrwy ddiweddu'r sesiynau i'r holl
- gyfranogwyr o Microsoft Teams neu Google Meet
- beidio â chychwyn unrhyw ffrydio byw na chysylltu y tu allan i'r sesiynau a drefnwyd yn ôl yr amserlen
- gael aelod ychwanegol o staff ar-lein ac yn bresennol yn ystod sesiynau ffrydio byw a gyflwynir o gartref
- sicrhau bod aelod ychwanegol o staff ar-lein ac yn bresennol yn ystod sesiynau ffrydio
- byw a gyflwynir o'r ysgol / lleoliad neu os nad yw'n ymarferol cael ail aelod o staff yn bresennol, yna i sicrhau bod y sesiwn yn cael ei recordio at ddibenion diogelu.
- hysbysu'r holl fynychwyr os yw'r sesiwn yn cael ei recordio a sicrhau nad yw recordiadau'r sesiwn yn cael eu cyhoeddi

Mae dysgwyr yn cytuno i:

- baratoi ar gyfer y sesiwn mewn digon o amser a chael man gweithio addas
- gyrchu'r ffeiliau perthnasol ar gyfer pob gwers ymlaen llaw a sicrhau bod y deunyddiau wrth law (os oes angen)

- sicrhau bod eu dyfais wedi'i phweru o'r prif gyflenwad a bod ganddynt gysylltiad rhyngrwyd da e.e. nad ydynt yn rhy bell o'r llwybrydd Wi-Fi
- ddewis man gweithio tawel priodol (yn ddelfrydol, ystafell ar wahân) lle na fydd aelodau eraill o'r teulu yn cerdded o gwmpas ac yn aflonyddu - egluro i'r teulu bod gwers yn dechrau
- leihau gwrthdyniadau - diffodd cerddoriaeth, teledu, ffôn, gemau consol yn y cefndir
- beidio ag effeithio’n negyddol ar brofiad y sesiwn i ddisgyblion eraill a dangos parch at bawb yn yr ystafell ddosbarth ar-lein
- sicrhau eu bônt wedi gwisgo'n briodol ac yn trin y wers fel y byddent yn yr Ysgol
- gyfrannu at y dosbarth mewn modd cadarnhaol a pheidio ag aflonyddu ar unrhyw adeg
- alluogi rhieni i gefnogi eu disgyblion gyda’r dechnoleg ond ni ddylent ofyn cwestiynau na siarad ar ran eu plentyn yn ystod y wers
- gynnig unrhyw sylwadau neu gwestiynau ar y pwnc sy'n cael ei drafod yn unig

  (bydd unrhyw sylwadau neu gwestiynau sy'n amhriodol yn cael eu dileu o’r ‘sgwrs’)
- ymddwyn mewn gwers ar-lein yn ôl y disgwyl mewn gwers arferol a deall y bydd unrhyw aflonyddwch yn cael ei drin yn ôl polisi ymddygiad yr Ysgol
- amserlennu unrhyw ddiweddariadau ar liniaduron y tu allan i wersi
- beidio â gwneud recordiad / delweddau o'r dosbarth na’r athro nac unrhyw ran o’r wers trwy ddefnyddio teclyn gwahanol
- beidio â recordio na chymryd sgrin luniau o unrhyw agwedd o’r wers, gan gynnwys yr athro a’r dosbarth
- beidio â chychwyn unrhyw ffrydio byw na chysylltu y tu allan i'r gwersi a drefnwyd yn ôl yr amserlen

Canllawiau i rieni a gwarcheidwaid i gael mynediad at Dimau Microsoft:

- Bydd eich plentyn yn cael ei ychwanegu at Dîm gan aelod o'r staff addysgu - mae fideo byr yn esbonio sut i gael mynediad i Dimau MS (MS Teams) neu Google Meet trwy Hwb ar gael ar YouTube https://www.youtube.com/watch?v=GEK0mr4EG3w

  - mae fideo byr yn esbonio cyrchu a dosbarthu gwaith trwy Google Classroom trwy Hwb ar gael ar YouTube https://youtu.be/_zWxvK64lUQ
- Yna bydd teilsen ar gyfer y dosbarth hwnnw'n ymddangos yn ardal eu Timau MS neu Google Classroom.
- Yna anfonir gwahoddiad iddynt i'r cyfarfod.
- Cysylltwch â ni os oes gennych unrhyw broblemau
- Mae’r telerau a’r amodau ar gyfer defnyddio Hwb ar gael trwy’r linc: https://hwb.gov.wales/canolfan-cymorth/canolfan-cymeradwyo/diogelu-data/telerau-ac-amodau/

Caniatâd y dysgwr (13+ oed yn unig) ar gyfer Ffrydio a Recordio Sesiynau Byw

Caniatâd i sesiynau ffrydio byW

Sylwch y gall yr Athro recordio sesiynau Microsoft Teams / Google Meet. Mae'r recordiadau hyn yn eiddo i'r ysgol ac ni fyddant yn cael eu rhannu ag unrhyw gorff arall oni bai bod pryder diogelu.

Bydd sesiynau ffrydio byw yn cael eu trin yn yr un modd â'r holl ddata personol arall ac yn unol â pholisïau diogelu data a GDPR yr ysgol.

Rwy'n deall y gall y sesiynau Microsoft Teams / Google Meet rydw i'n cymryd rhan ynddynt gael eu recordio.

Enw llawn a dosbarth y dysgwr ……………………………………………………………………….

Dyddiad ……………………………………..

☐ **Rwy'n rhoi caniatâd** i gymryd rhan mewn sesiynau byw ac i recordio sesiynau ffrydio byw yr wyf yn cymryd rhan ynddynt.

☐ **Nid wyf yn rhoi caniatâd** i gymryd rhan mewn sesiynau ffrydio byw nac ychwaith i sesiynau ffrydio byw yr wyf yn cymryd rhan ynddynt gael eu recordio.

Caniatâd rhiant / gofalwr - Ffrydio a Recordio Sesiynau Byw ar gyfer disgyblion dan 13 oed.

Sylwch y gall yr athro recordio sesiynau Microsoft Teams / Google Meet.

Mae'r recordiadau hyn yn eiddo i'r ysgol ac ni fyddant yn cael eu rhannu ag unrhyw gorff arall oni bai bod pryder diogelu.

Bydd sesiynau ffrydio byw yn cael eu trin yn yr un modd â'r holl ddata personol arall ac yn unol â pholisïau diogelu data a GDPR yr ysgol.

Rwy'n deall y gall y sesiynau Microsoft Teams / Google Meet gall fy mhlentyn gymryd rhan ynddynt gael eu recordio.

Enw llawn rhiant / gofalwr ………………………………………………………….

Dyddiad ……………………………………………..

☐ **Rwy'n rhoi** caniatâd i'm plentyn gymryd rhan mewn sesiynau byw ac i recordio sesiynau ffrydio byw y mae fy mhlentyn yn cymryd rhan ynddynt.

☐ **Nid wyf yn rhoi** caniatâd i'm plentyn gymryd rhan mewn sesiynau ffrydio byw nac ychwaith i sesiynau ffrydio byw y mae fy mhlentyn yn cymryd rhan ynddynt gael eu recordio.

Llofnod Rhiant / *Gofalwr* ……………………………………………………………

Live Streaming Sessions

Acceptable Use Policy

Teachers agree to:

- deliver live-streamed sessions only through Microsoft Teams or Google Meet using HWB
- start live sessions just ahead of scheduled time to allow a prompt start to the lesson
- notify the learners of scheduled sessions as well as any resources required during that session (documents, presentations etc)
- discuss roles and responsibilities and provide a short tutorial on the system at the outset of all sessions
- notify the school's senior management team, learners and parents of any cancelled sessions or changes in arrangements
- ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- prevent a one to one situation in any sessions by ending the sessions for **all** participants from MS Teams or Google Meet.
- not to initiate any live streaming or contact outside of the scheduled sessions as timetabled
- have an additional member of staff online and present during live streaming sessions delivered from home
- have an additional member of staff online and present during live streaming sessions delivered from school/setting or if not practical to have a second staff member present, then to ensure the session is recorded for safeguarding purposes.
- notify all attendees if the session is being recorded and ensure that recordings of the session are not made public

Learners agree to:

- Prepare for the session in plenty of time and have an appropriate working area.
- Access the relevant files for each session in advance and have the materials to hand (if required)
- Ensure their device is powered from the mains and have a good internet connection e.g. not too far from the Wi-Fi router.
- Choose an appropriate quiet workspace (ideally a separate room) where other family members will not be walking around and disturbing you and explain to your family you are starting a live session.
- Minimise distractions. Turn off music, tv, phone, games console in the background.

- Not to impact on the experience of the session for other pupils, showing respect for everyone in the online classroom.
- Ensure they are dressed appropriately and treat the session as they would in school.
- Contribute to the class in a positive manner and not be disruptive at any time.
- That parents can support their pupils with the technology but should not ask questions or speak for their child during the session.
- Only comment or raise questions on the topic being discussed.

  (Comments or questions which are inappropriate being removed from the conversation facility.)
- Conduct themselves in an online session as expected in any sessions whilst understanding that any disruption will be dealt with by the school's behavior policy.
- Schedule any updates on laptops outside sessions.
- Not make recordings/images of the class or the teacher or any part of the session using another device.
- Not record or take screenshots of any aspect of the session, including the teacher and the class.
- Not initiate any live streaming or contact outside of the scheduled sessions as timetabled.

<u>Guidance for Parents and Guardians in accessing Microsoft Teams:</u>

- Your child will be added to a MS Team or Google Classroom by a member of the teaching staff - a short video explaining accessing MS Teams through Hwb is available on YouTube https://www.youtube.com/watch?v=GEK0mr4EG3w

  -a short video explaining accessing and handing work in through Google Classroom through

  Hwb is available on YouTube https://youtu.be/_zWxvK64lUQ
- A tile for that class will then appear in their MS Teams or Google Classroom area
- They will be then sent an invitation to the Live meeting
- Please contact us if you have any problems
- The terms and conditions for using Hwb are provided via this link:

  https://hwb.gov.wales/support-centre/trust-centre/data-protection/terms-and-conditions

Learner consent Live Streaming and Recording of Live Sessions (13+ years only)

Consent to live-stream sessions

Please note that Microsoft Teams/Google Meet sessions may be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern.

Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR.

I understand that the Microsoft Teams/Google Meet sessions that I take part in may be recorded.

Learner full name and class…………………………………………………………………..…

Date …………………………………………………

☐ **I give** consent to take part in live sessions and for live-stream sessions that I participate in to be recorded.

☐ **I do not give** consent to take part in live stream sessions and for live-stream sessions that I participate in to be recorded.

Parent/carer consent - Live Streaming and Recording of Live Sessions for pupils under 13 years old.

Please note that Microsoft Teams/Google Meet sessions may be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern.

Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR.

I understand that the Microsoft Teams/Google Meet sessions that my child may take part in may be recorded.

Parent / Carer full name ……………………………………………………………………..

Date ……………………………………………………

☐ **I give** consent to take part in live sessions and for live-stream sessions that I participate in to be recorded.

☐ **I do not give** consent to take part in live stream sessions and for live-stream sessions that I participate in to be recorded.

Parent / Carer signature …………………………………………………