

Summer Academy: Student Guidance for Remote Learning

Staying safe online during lessons

- If you see anything upsetting or inappropriate online during a lesson report it to SummerAcademy@lcm.ac.uk or ask your parent/carer to contact us
- Do not share any passwords or other sensitive information
- Only communicate through Leeds Conservatoire's approved platforms. Outside of the class, tutors can be contacted through SummerAcademy@lcm.ac.uk
- Do not share or redistribute any content

How lessons will work

- You will follow your usual timetable as closely as possible
- If you have a question for your tutor in between classes email SummerAcademy@lcm.ac.uk
- Audio and written work can be sent to your tutor by the 'upload your work' link on your pages
- Video should be uploaded to Panopto.
- Make sure you have a suitable space to work without distractions
- Put your phone away when you are working
- Keep any discussions focussed on the work set
- Please contact SummerAcademy@lcm.ac.uk if you have problems accessing your work.

Live online lessons

- There will be online sessions using video conferencing through Zoom
- You do not need a Zoom account. Sign in using your first name and initial of your last name
- Make sure you have a suitable space and keep the door open. This should **not** be your bedroom or bathroom.
- Prepare the space and have everything you need so the lesson is ready to start on time
- Your parent/carer is welcome to be within earshot of the lesson
- Wear appropriate clothing for your lesson
- Your parent/carer will open and close the link to the live session
- Be aware that any comments you make can be seen by others
- Test your set up before you go live making sure the camera is at suitable height.
- Make sure your language is appropriate and the discussion is focussed on the lesson
- A second member of staff may be present in some lessons or check in on a drop-in basis. Staff will wear Leeds Conservatoire ID badges