

Covid-19: online teaching delivery policy and practice a note for students

Policy background

The School's Higher Education Privacy Notice [see [GSMD Website](#)] permits the School to collect data about you, including video recordings and photography, for academic matters which include amongst other things:

- i. Assessment and progression
- ii. Core teaching and learning and academic conduct
- iii. Awards and graduation

We are allowed to use your personal data to meet our contractual obligations to you (eg to manage your student experience and welfare whilst studying at the School) and to perform tasks we carry out in the public interest (eg teaching and research). Therefore, please assume all live on-line teaching activities will be recorded.

However, on the other side of the coin, the School also has copyright and intellectual property policies [see [GSMD Website](#)] which set out the rights of individuals to the creative work they generate.

Practical implications during the Covid-19 national crisis in respect of online teaching delivery

No sharing of on-line materials

Any teaching material devised for the purposes of on-line delivery will be the property of the teacher or the School or both. Under no circumstances may you share this material outside of the School without the written permission of the intellectual property/ copyright holder. Similarly, if you have been given a password to access material this password may not be shared.

Recording of live teaching activity, including activity with student input, may be undertaken for teaching purposes (for instance so that those students in a different time-zone may benefit from the class at a later time) or for assessment purposes, and will become the property of the teacher and the School. However, again, under no circumstances may this material be shared outside of the School without the written permission of the School.

Where work is being produced collaboratively for performance, online or otherwise, you may be asked to sign an agreement about joint ownership of the project. Again, please note that no work should be shared outside the School without the agreement

of all the parties unless it has already been agreed that the final output should be placed in the public domain in a particular format.

Students need to be mindful that as well as copyright/intellectual property issues there are privacy issues; sharing recorded material without permission may also breach a staff member's, or a fellow student's, privacy. Any breaches of copyright, intellectual property or privacy will be considered a serious breach of the School's Student Code of Conduct.

Etiquette for participation in live on-line teaching

Normal participation requirements apply – you need to log-in on time (unless agreed in advance because of time zone differences), and any absence should be reported to the relevant Music or Production Arts & Drama office. If there are other personal circumstances making it difficult for you to engage with the programme generally (including IT/network issues) or engage at a particular time it is imperative that you let the programme leader know as soon as possible.

Please note: All students will be subject to the Course Participation Policy but Tier 4 students and US loan students should particularly note that although the School will no longer be monitoring your physical presence, the School is still required to monitor your engagement with your programme of study.

You should be appropriately dressed as you would if the class was in person and the room you're in (specifically, the background behind you that will also be seen) should be as neutral as is practical.

In larger classes you should mute your microphone unless it is your turn to speak. You can use tools such as the "chat" function or raised hand symbol to indicate to the teacher that you wish to make a verbal contribution to the class. The chat should not be used to distract others from the content of the class.

For interactive online sessions delivered in real time, such as PS lessons, and individual tutorials, we strongly encourage you to have your computer video camera on throughout the session so that the teacher, you and/or the group can see each other and interact in an approximation of being in a classroom together. This also applies to group practical sessions, in which seeing each other is an important part of the learning process.

For larger group sessions, such as seminars or lecture-based sessions, we still encourage you to be 'seen'. However, if, in these types of sessions, being 'on-camera' makes you feel at all uncomfortable or anxious, or if your internet connection is slow, or you simply need a break from being 'on-camera', you can still participate by turning your video camera off but continue to see and hear the session. The most important issue is that you participate, in whichever mode works best for you.

If you have any queries about online learning or wish to discuss your individual circumstances, please speak with your teacher or academic department. In addition, Student Affairs offer support with all aspects of learning (including the challenges faced with participating/learning online), so do get in touch with them if you think this could be helpful.

[NOTE FOR TEACHERS]

Teachers should normally be seen on screen when leading an online session. Exceptions to this might include a highly visual lecture with slides etc., wherein the teacher provides a 'voice-over', but even here, seeing the teacher at the start or end of the session really helps the student to engage. Similar protocols as for students apply in terms of appropriate clothing and as neutral or non-specific a background as possible.

Welfare

It is well known that looking intently at a screen for too long is not conducive to good eye sight, good mental health, or your physical health. Please remember to take breaks.

When a break is scheduled in the timetable, use this time to take a break from the screen (don't fill it with a different sort of screen activity like Facebook messaging or WhatsApp-ing on your phone as you might if you were in the student common room). If you are working on a computer, particularly in a not-live situation, remember to take both micro breaks and rest breaks. A micro break is looking away from the screen for a few seconds and doing a stretch – every 10 minutes is a good idea. A rest break is longer, roughly 5-10 minutes every hour (enough time to make a cup of tea) or 15 minutes every hour and a half for longer classes.

Many students will be living in a shared environment with family or friends and finding the right space to work may be difficult. Where ever possible try and set up a designated work space; here are some guidelines but the School understands that these suggestions may not be possible for every student:

- Attempt to separate work and relaxation – try not to work sitting on your bed or on the sofa.
- Aim to sit correctly when using a computer or laptop. Can you sit comfortably with your back straight and your arms parallel to the floor when typing? If you are sitting at a kitchen/dinner table, some books on the floor to rest your feet on may give you a better sitting position if the table is a little high.
- When using a computer your eyes should be level with the top of the screen but with a laptop you will often find yourself looking downwards. Note an external keyboard and mouse (about £15 for a USB blue tooth combination) will allow you to place your laptop at a higher level and achieve a better visual position.
Using a laptop on your knee or not sitting properly can cause wrist strain and back ache.
- Get the best light you can – sit near a window or use a desk lamp for instance.

- Try and arrange a mutually agreeable quiet time each day with your family/flat mates so that you can concentrate on your work.

If you have particular difficulties with finding an adequate space or time for study do let your programme leader know.

And stay hydrated! This reduces fatigue.

If you have any welfare concerns, please remember that Student Affairs is up and running remotely and all their contact details are available from MyGuildhall.

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