



# **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 gwर्स
- 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 bolisiâu a gweithdrefnau
- perthnasol, gan gynnwys polisiâu 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 gwर्स ymlaen llaw a sicrhau bod y deunyddiau wrth law
- sicrhau bod eu dyfais wedi'i phweru o'r prif gyflenwad a bod ganddynt gysylltiad rhyngwryd 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 gwrs yn dechrau
- leihau gwrthdynciadau - diffodd cerddoriaeth, teledu, ffôn, gemau consol yn y cefndir
- beidio ag effeithio'n negyddol ar brofiad y wers 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 gwrs ar-lein yn ôl y disgwyl mewn gwrs 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 gwrsi 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/\\_zWxvK64IUQ](https://youtu.be/_zWxvK64IUQ)
- 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/>

# 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.
- 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 lesson 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.

### **Guidance for Parents and Guardians in accessing Microsoft Teams:**

- 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/zWxvK64IUQ>
- 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>