



MUSIC LEARNING COLLECTIVE

Teaching Online Policy

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About the Music Learning Collective (MLC)

Since opening our doors in 2007, we have helped thousands of people to realise their potential throughout the UK, France and Italy.

As a centre of excellence, our student-centred approach supports creative and individual growth to enable each and every student to unleash their potential, regardless of age and ability. Our connections and affiliations with industry leading organisations creates pathways to further and higher education, alongside professional performance opportunities throughout the year, all guided by our team of expert and highly qualified teachers.

Our partnership with Abbey Road Music provides specialist advice and support, together with discounts and access to all of the equipment and tools that Students will need on their journey to becoming a musician.

Mission Statement

“We are an inclusive, community-based centre of excellence for aspiring musicians of all ages and abilities” - Paul Hose, CEO

Issue and Review

The date of issue of this policy is 19th March 2020. This policy agreement will be reviewed annually by MLC.

MLC Teaching Online Policy

New technologies have become integral to the lives of children and young people in today’s society, both within schools/academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for teachers to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This online teaching policy is intended to ensure:

- that MLC teachers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that MLC systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that MLC teachers are protected from potential risk in their use of technology in their everyday work.

MLC will try to ensure that teachers will have good access to digital technology to enhance their work, to enhance learning opportunities for students learning and will, in return, expect teachers to agree to be responsible users.

Acceptable Use Policy Agreement

By signing the MLC Teaching Online Policy Agreement, our teachers understand that they must use MLC systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the systems and other users. They recognise the value of the use of digital technology for enhancing learning and will ensure that students/pupils receive opportunities to gain from the use of digital technology. They will, where possible, educate the young people in their care in the safe use of digital technology and embed online safety in their work with young people.

For their professional and personal safety:

- Our teachers understand that MLC will monitor their use of their digital technology and communications systems.
- They understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of MLC, and to the transfer of personal data (digital or paper based) out of MLC.
- They understand that MLC's digital technology systems are primarily intended for educational use and that they will only use the systems for personal or recreational use within the policies and rules set down by them.
- They will not disclose their username or password to anyone else, nor will they try to use any other person's username and password. They understand that they should not write down or store a password where it is possible that someone may steal it.
- They will immediately report any illegal, inappropriate or harmful material or incident, they become aware of, to the appropriate person.

Our teachers will be professional in their communications and actions when using MLC systems:

- They will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- They will communicate with others in a professional manner, they will not use aggressive or inappropriate language and they appreciate that others may have different opinions.
- They will ensure that when they take and/or publish images of others they will do so with their permission and in accordance with MLC's policy on the use of digital/video images. They will not use their personal equipment to record these images, unless they have permission to do so.
- They will only communicate with students/pupils and parents/carers using official MLC systems. Any such communication will be professional in tone and manner.
- They will not engage in any on-line activity that may compromise their professional responsibilities.
- They will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. They will not try to use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.
- They will only transport, hold, disclose or share personal information about themselves or others, as outlined in the MLC Privacy Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted.
- They understand that data protection policy requires that any teacher or student/pupil data to which they have access, will be kept private and confidential, except when it is deemed necessary that they are required by law or by MLC policy to disclose such information to an appropriate authority.

When using the internet in their professional capacity:

- They will ensure that they have permission to use the original work of others in their own work
- Where work is protected by copyright, they will not download or distribute copies (including music and videos).

Our teachers understand that they are responsible for their actions in and out of MLC:

- They understand that this policy applies not only to their work and use of MLC digital technology equipment on site, but also applies to their use of MLC systems and equipment off the premises and their use of personal equipment on the premises or in situations related to their contract with MLC.
- They understand that if they fail to comply with this policy, they could be subject to disciplinary action. This could include a warning, a suspension, referral to Directors and/or the Local Authority and in the event of illegal activities the involvement of the police.