

Student Guidance for Remote Learning

Staying safe online during lessons

- If you see anything upsetting or inappropriate online during a lesson tell your parent/carer who will report it to JuniorLCoM@lcm.ac.uk
- Do not share any passwords or other sensitive information
- Only communicate through LJC's approved platforms. Tutors can be contacted through the music chat on the page for your class.
- Do not share or redistribute any content for example
 - Take screenshots only if you have been given permission by your tutor and this is for personal use only
 - Do not upload links to the chat
 - Do not upload images of copyright music
- Do not share your image online. Audio files only should be submitted when uploading your work to LJC Space.

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How lessons will work

- You will follow your usual timetable as closely as possible
- Work will be released in advance on Fridays, but your tutors will only be available during your timetabled lesson time on Saturdays to answer questions and give feedback
- If you have a question for your tutor, you should use the music chat on the class page
- Work can be sent to your tutor by the 'upload your work' here on your class page.
- If you are uploading work of you playing please use audio, not video.
- 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 LJC@lcm.ac.uk if you have problems accessing your work.

Live online lessons

- For some students there will be a small number of online classes using video conferencing through Microsoft Teams.
- 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 should 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