

POLICY No.2

Use of Technology

Mrs Emma Mason BMus(Hons), PGCE (music), PG DipEd, MISM



It is my fundamental belief that children need to be inspired and motivated to succeed in their music lessons, and the use of technology in other areas of our lives will automatically fuse with this area of their learning. In my music lessons I sometimes include resources that will enhance our learning and, where appropriate, I may suggest ways to continue this at home. The following set of guidelines ensure we (ie. parents/carers, pupils and Emma Mason) understand how this works in practice. Parents or school staff with any questions, concerns or suggestions are very welcome to ask me to explain further or join me (following prior arrangement) to observe a lesson. Please also see Policy No.4 Online Teaching and COVID-19 Statement.

1. Emails / Messages / Correspondence / Mobile Phones

- 1.1 When corresponding via email I will only use parental emails, or pupil emails where the pupil is aged 18+ years. Data is kept for each pupil, as specified in Policy No. 3 GDPR Privacy Statement.
- 1.2 I can be easily contacted via email or via the school reception staff at the schools where I teach. Parents are very welcome to use my mobile number if they wish to speak to me directly. It is supplied on my invoices and in Policy No. 3 GDPR Privacy Statement.
- 1.3 Pupils under the age of 18 must not be given my direct contact details and I will not use pupils' email addresses or mobile phone numbers.
- 1.4 School pupils must not have mobile devices visible in our lessons, unless requested to do so (see paragraph 3.3). Mobile phones should be switched to silent if they are in school bags, in line with their own school policy.
- 1.5 My mobile phone is switched on when I teach as I require it for my own emergency use, but I will only answer it for an emergency reason and will not use it for any other personal reason during our lessons.

2. Video and Photography

- 2.1 For my teaching purposes I have a Music Matters iPad and an hp laptop that I use during our lessons. These are both securely locked with passcodes and are used only by me.
- 2.2 Occasionally it is beneficial to my pupils if I take still or moving images of my pupils. These images enable my students to recall our lesson when at home, understand a specific learning point or submit a digital music exam application. I use my teaching iPad for this purpose or a USB connected microphone.
- 2.3 Any still images are for teaching purposes only. For a pianist, an image may be of their hands / finger positions, or their posture at the piano. For flautists, an image may be of their hands, their posture or a close up image of their embouchure (mouth shape).
- 2.4 On certain occasions, including exam preparation, I will record using video. Videos are taken without images where possible (eg. for a pupil to listen to the recording for rehearsal purposes only) or with images where required (eg. ABRSM performance or MTB exam practice and recordings).
- 2.5 All images are stored securely. Where images are taken for practise purposes they will be emailed to parents / pupils over 18+ directly and will be deleted from my camera roll (including recently deleted folders) as soon as is possible. Larger files may be sent via a third party provider eg. WeTransfer, or a Onedrive shared folder. Videos recorded for exam purposes will be stored on a secure laptop for 6 months, to enable the uploading and results process to be safely completed.
- 2.5 Sometimes it can be helpful for a recording to be made of me performing a piece, but the same guidance is followed. Alternatively, a student might be asked to record my performance on their own device to enable them to have immediate and easy access to it. This will only be audio only using voice memo or video without camera.
- 2.6 Parents can request via email for me to not use recording / photography as a teaching method.
- 2.7 Schools update my Safeguarding training annually and are aware of my 'Use of Technology' policy.

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3. Apps / Online games / online materials

3.1 During my lessons I access digital and online material in some of the following ways: listen to pre-recorded tracks (mp3 or mp4); watch extracts from appropriate video recordings (taken from Youtube or similar online websites); access ABRSM resources including their teaching apps; play games/apps with appropriate learning content; play online games; access the MyMusicStaff portal system with individual student teaching notes and other appropriate online resources

3.2 I sometimes share information about the learning materials I use, via email or through my teaching notes. I may suggest a child accesses Youtube to watch a performance related to the music they are studying (it has a wealth of material for example exam pieces of each grade). If you prefer me not to use this tool with your child, please let me know. Parents should ensure they have their own controls and permissions set up at home, and ensure that children know their family expectations when accessing online content. I always verbally remind pupils they need to ensure they access content in the way parents expect, and any direct link that I send will be shared via my teaching notes which are emailed to parents if the student is under 18 years of age.

3.3 Where my lessons take place in schools, access to school wifi is provided with permission for me to use it. This access is arranged via individual schools directly to my device, in line with their policy. I do not have the password. Permission to use wifi on a pupil's device is not given by myself or the school. Firewalls are in place to restrict inappropriate advertisements and content.

4. MyMusicStaff Online Portal and reporting progress to parents

4.1 I subscribe to an online resource www.mymusicstaff.com which enables me to keep my teaching, timetables and invoices organised in an efficient way. Email addresses are shared with this portal to enable me to use it. More detail of how I use Data, such as personal emails, can be found in Policy No.3 GDPR and Privacy Statement

4.2 All my student/families are given access to their own part of the MyMusicStaff online portal. Where students are under 18 years of age this access is given to parents/carers. It is left to the discretion of parents how they arrange access to this portal for their children.

4.3 MyMusicStaff is a web-based system, but a desktop app can be added to personal device homescreens to make this quick and easy to access. A short explanation video of how to use the portal is available on www.musicmatterslinton.co.uk/signup_policies_advice

4.4 Term time lessons are timetabled via MyMusicStaff usually as 'private' appointments (not visible to other students). Students can view their own calendar via the online portal to see upcoming, or past lesson dates and times. At times I offer lessons during school holidays, which may be arranged via an 'open' Booking System where pupils/parents can book times independently. Further information about this is communicated directly to parents/pupils.

4.4 I keep regular teaching notes, which are emailed to parents or students over 18+ directly. If students/parents do not wish to receive these weekly emails please let me know. Teaching notes can also be viewed directly via portal login.

4.5 Due to the thorough process of my regular communication with parents / students, I do not write additional annual reports regarding individual progress. I am, however, happy to issue these if requested, during the summer term.

Parents, carers and relevant teaching staff members from the schools where I teach will be aware of this policy. If anyone has any questions or concerns regarding the content, please contact me directly. **By requesting and paying for lessons you are acknowledging that you have read, understood, and agreed to these terms, as described above.**

Emma Mason