

Skype Lesson Guide with Fran Barsby

What is Skype?

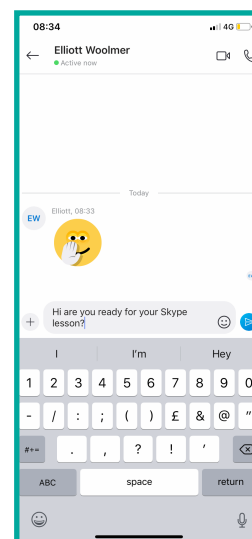
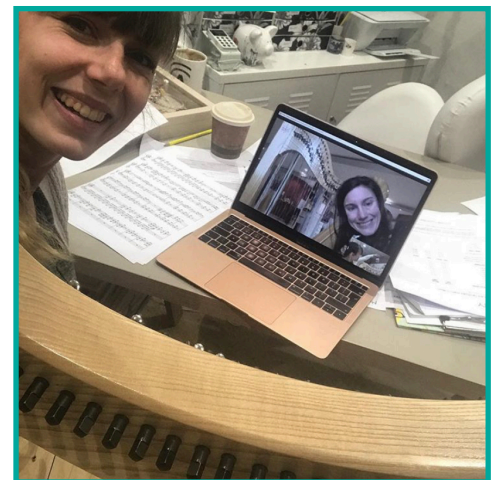
Skype is a video messaging service used to connect between computers, phones and tablets. It is completely free to use.

How to set up Skype:

1. Click the link: <https://www.skype.com/en/get-skype/>
2. Download the software to your computer, phone or tablet. (click on the icon to start)
3. Launch the app on your device
4. Create an account.
5. If you already have an account you can recover it using the steps on the website.
6. Click the + to start a new conversation.
7. Select fbarsby@poppyharp.com to create a conversation

How to use Skype:

1. Choose a quiet room in your house for the phone call.
2. This room must not be a bed room where possible. If you are under 18 and you must Skype from your bedroom you must have a parent or guardian in your lesson at all times.
3. Position your harp and yourself in front of the camera so your harp is clearly visible - ideally with your head on the same side as the camera! See the picture to the right.
4. Make sure to tune your harp before your lesson!
5. To start a conversation click my name and you will land on the white screen. You can then send written messages.
6. When I am ready, I will always message you. Are you ready for your Skype lesson?
7. If you're ready you can call me by clicking the little video camera in the top right hand side of the screen.
8. If you are not ready simply message me back and I can wait.
9. If you cant hear me I may be on mute. Make sure all the circle icons at the bottom do not have crosses in them and make sure your volume is turned up.
10. You can end the call by clicking the red phone in the circle at the bottom of your screen.
11. It is important to remember that I can see you and you can see me even if you click off the Skype screen.



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Safeguarding

It is very important to me that you and your child feel safe when learning with me online. Please read the below safeguarding policy if you have any concerns about online learning.

This guidance outlines how you can ensure that each student understands how to stay safe and behave online while taking harp lessons online with myself.

INTERNET SAFETY POLICY

INTRODUCTION

Fran Barsby recognises the need to maintain a strategy for effective use of the Internet as a valuable tool for learning. She also recognises the need to protect users, in particular young people, from offensive and dangerous material and acknowledges the need to ensure that all users make responsible use of the Internet.

SKYPE LESSON STRUCTURE AND EXPECTATIONS

- Students under the age of 18 must use a parent or guardian email account. This account must have been verified to Mrs Fran Barsby by the parent directly.
- Each lesson must start and end with the presence of a parent or guardian. This is not only to protect the student but to monitor the time, length and progress of each lesson.
- You must not send personal information or photos to Mrs Barsby at any time.
- If a connection is lost during a Skype lesson the student must attempt to reconnect immediately. The parent/guardian will provide contact details so that if they are not present in the lesson Fran can get in contact immediately.
- Lessons must not take place in bedrooms unless a parent/guardian is present at all times.
- Users are expected to have their harp set up ready for each lesson in front of the camera so that the students face, where possible, is facing the camera.
- Harps are expected to be tuned prior to the lesson commencing.
- Please ensure the background is as neutral as possible.
- Students may not contact Mrs Barsby on personal phones, tablets or computers without permission from a parent/guardian.

Responsibility

Fran Barsby accepts responsibility to teach a Skype lesson for the agreed time according to the stipulations identified above.

Parents/guardians accept responsibility to monitor computer access and use by the student during this lesson time.

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Parents must be aware that videos may be sent via Youtube. These are used to show students how to practice. Although the content of the video is created by Fran Barsby, she does not have control of the comments and other users beneath the video. Vigilance is encouraged to prevent contact to third parties during their harp studies.

Students are expected to use this time for Skype lessons with Fran Barsby only.

Any communications sent directly to Fran Barsby by the student from personal devices outside of lesson times. The parent/guardian will be notified immediately.

Supervision

Parents/guardians should supervise indirectly, but still be aware of learner's access and monitor their use (through the firewall).

When parents/guardians allow children, Fran Barsby must ask parents to "give consent to their son/daughter having Internet access", but parents have the right to withdraw their permission at any time.

Students, parents/guardians are not expected to sign this policy. However, by reading this agreement everyone is aware of their responsibilities when using the Internet. Parental permission only has to be given once for Skype lessons to commence but parents have the right to withdraw their permission at any time.

Use of the Internet

The Internet can be a rich educational resource, providing access to millions of pages of information. However, much of the Internet is unorganised and unregulated and many sites contain information, which is inaccurate, dangerous, illegal or pornographic. Parents/guardians must ensure that learners do not have bad experiences when using the Internet or other forms of electronic communication and that parents have confidence that Fran Barsby is using "all due diligence" to protect their children. Above all, I want to avoid users being exposed to offensive online materials.

Child Protection

The most serious risk to learners involves the possibility of someone being hurt, exploited or abused as a result of personal information being posted online. Online pictures, names, addresses, or age can be used to trace, contact and meet a student with the intention of causing harm. Appropriate safeguarding must be followed in instances where unacceptable use has raised child protection issues, so that the effective action can be taken. The potential dangers should not deter parents and guardians from allowing learners to use the Internet as the educational advantages far outweigh the disadvantages. By following some simple guidelines and using common sense, we can ensure that learners can work safely online.

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The following procedures must be followed by all users to ensure safe and responsible use of all online communications:

It should be remembered that e- mails are recorded, can be traced back to the sender and can be legally binding.

Conceal access passwords and change the passwords regularly.

A student must inform a parent / guardian or Mrs Barsby immediately if threatening or offensive e- mails are received.

A student must inform a parent or guardian and Mrs Barsby immediately if an e- mail or attachment generates a virus warning.

Personal information about other users should never be revealed over the Internet.

Virus Protection

All computers/ phones or tablets used for Skype lessons must have anti-virus software installed. (Mac devices come with these already built in.) This software must be regularly updated to take account of the ever growing number of viruses. Introducing viruses to computers, or attempting to break through network security is a serious offence, and all parties should be aware of the issues and the risks.

Any user who suspects the presence of a computer virus must not take part in Skype lessons until the virus has been investigated by an IT technician.

Policy created by Fran Barsby - January 2020