

LAMDA Examinations - Online Safety Agreement for Remote Online Assessments

LE104OU V01

LAMDA

LAMDA understands the importance of children, young people, and adults being able to use the internet (including for education and personal development). This includes using social media platforms, games and apps. We aim to support all our Learners in making use of these in our work. However, we also recognise that safeguards always need to be in place to ensure children and vulnerable adults are safe.

Purpose: LAMDA Examinations will use the platform Zoom to conduct examinations remotely. This agreement sets out what we ask of Parents/ Guardians and what we will do to keep your Learner safe online. It is part of our overarching Safeguarding Policy and Procedure and Online Safety Policy, which are both available on our website www.lamda.ac.uk.

Instruction: For Learners registered for remote online assessments, a Parent/ Guardian must complete and sign this agreement prior to the exam date. Teachers will need to upload this agreement on the secure link provided by LAMDA.

We ask that you (Parent/ Guardian) and the Learner agree to the following:

- I/ we will access the platform (Zoom) through my parent/ guardian's account, unless I meet the age restrictions for the platform
- I/ we will not record the exam and will ensure that all other apps/ windows on the device used for the assessment are closed prior to joining the video call
- I/ we will ensure an appropriate adult (Parent/ Guardian) is available to introduce the Learner to the steward and help the Learner set up before leaving the room so the Learner can be assessed
- I/ we will ensure no copies of pieces being performed, or aides are within the Learner's sight during the assessment
- I/ we will ensure all members of the household, including the Learner, are aware that the exam is taking place and must use appropriate language and behaviour when nearby or in the background
- I/ we will ensure that exams take place in a suitable communal environment (not a bedroom)
- I/ we will ensure that the Learners will be appropriately dressed (fully dressed in clothing that covers the top and bottom half of the body)
- I/ we will not give out any personal information online (intentionally or unintentionally), such as my phone number, address or passwords. I will ensure that no personal information is in sight when on screen eg. photos or school uniform
- I/ we will ensure that we 'leave the meeting' when prompted by the Examiner and will 'sign out' before turning off any devices
- I/ we will not try to contact the Examiner or LAMDA using these online tools outside of the pre-arranged meeting. If you need to contact us on the day of your exam, please contact your Teacher first, or alternatively email us on exams@lamda.ac.uk

In order to protect the Learner, LAMDA will:

- Have a minimum of two adults (Examiner and LAMDA steward) present throughout the video call and will remain online throughout the duration until the Learner has left the meeting
- Confirm that all Examiners assessing hold a valid Enhanced DBS check and will wear a LAMDA issued lanyard during the video call
- Will liaise with the Centre Coordinator / Correspondence Contact on the entry form to arrange all examinations – this includes sending any meeting details for remote online assessments
- Not collect additional personal information during the assessments (except for recording the ID type shown to verify the Learner's ID if aged 16 or over on the day of the assessment)
- All meetings and information relating to assessments will be sent from an authorised LAMDA account
- LAMDA (staff, Examiners and stewards) will not contact you outside of the pre-agreed meeting using these online tools and if we do contact you, it will be through our normal contact procedures (email from exams@lamda.ac.uk)
- Video calls will not be recorded for any reason
- All staff, Examiners and Stewards will use appropriate language and behaviour throughout the video call
- Examiners and stewards will ensure they are in a communal living space throughout the call. All members of their household will use appropriate language and behaviour throughout the call.

Declaration: In signing this agreement, you are affirming that you have read, understood and agree to your part in the above requirements. You give consent for the Learner to be part of remote online assessments and thereby give photo and video consent for the Learner.

Parent / Guardian Name		Signature		Date	
Learner Name				LAMDA PIN (if known)	

Online Safety Guidance

Other things to consider discussing with your child when using social media platforms, games and apps:

- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to a responsible adult
- I will not send anyone material that could be considered:
 - Threatening
 - Bullying
 - Offensive
 - Illegal
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parent/guardian (and/or teacher) and am accompanied by a trusted adult
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to a responsible adult
- I understand that my internet use at home / school / examination centre will be monitored and logged and can be made available to my responsible adult. I understand that these rules are designed to keep me safe and that if I choose not to follow them, LAMDA may contact my parents/guardians

Tips from the NSPCC website for talking to your child about online safety:

- reassure them that you are interested in their life, offline and online. Recognise that they will be using the internet to research homework as well as talking to their friends.
- ask your child to show you what they enjoy doing online or apps they're using so you can understand them.
- be positive but also open about anything you are worried about. You could say "I think this site's really good" or "I'm a little worried about things I've seen here."
- ask them if they are worried about anything and let them know they can come to you.
- ask them about their friends online and how they know they are who they say they are.
- listen for the reasons why your child wants to use apps or site you do not think is suitable, so you can talk about these together.
- ask your child what they think is okay for children of different ages so they feel involved in the decision making.