

This document is regarding our digital engagement with pupils, both at home and in class, during Maths Week Scotland and for National Museums Scotland sessions. It is related to live broadcast sessions where hosts cannot see or hear participants.

**Session hosts will:**

- Gain school/parent consent for pupils to take part at sign up stage
- Log in as the museum, never a personal account
- Share the link to the session only with those who have booked beforehand
- Ensure two members of museum staff will be present on the call before anyone joins
- Restrict the chat functions to only Q&A meaning:
  - Private conversations between participants are not possible
  - Comments or questions are not able to be posted for all to see, unless approved by the moderator
  - Messages and questions can only be sent to the moderator
- Deliver sessions from a suitable space within the museum
- Be professionally dressed with cameras kept at chest height or onto table top activities
- Endeavour to make session accessible
- Record the host and messages sent to the moderator. The recording can be accessed after the session for those who signed up to take part and it will be stored in relation to NMS's Data Protection guidelines. Messages will not be made public but stored and deleted in line with Data Protection guidelines.

**Session hosts will not:**

- Record or share information of participants

**Teachers/parents/carers who sign up to take part should:**

- Ensure a teacher/parent/carer is always present at the start of and throughout a session
- Not divulge personal information to session hosts
- Ensure participants act in a respectful way towards session hosts
- Only use pupil's first initial or class name, and the name of school when leaving comments and asking questions (e.g. B, Primary 5C, Example Primary School, or B from Example Primary School)

**Behaviour:**

- It remains teacher/parent/carer responsibility to manage students behaviour
- If necessary, participants will be removed/blocked/muted from the session for inappropriate behaviour