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## NCMA Safety Guidelines for Online Music lessons

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### Before and during lessons

- Ideally **set up a separate account** (eg your NCMA email) for your online teaching. Keep it separate from your personal online profiles. Make sure you use an appropriate image for your profile picture, and do not share any personal information about yourself eg Facebook and other social media links.
- **Discuss** the offer to teach online with the **legal guardian** (parents or whanau) of students under the age of 18. You should also discuss this with adult clients as online lessons may change your current agreement.
- Use the **guardians' own account** if possible rather than a child's, to deliver lessons. Alternatively, ask them to set an account up that remains under a guardian's control.
- **Set out a clear policy in writing:** tell people that your account will be used exclusively for the purpose of lessons and only during music lessons.
- Get the prior **agreement** of a guardian for teaching online in writing.
- **Test your set-up** before you go live: are the camera and microphone working properly? Is the camera in the correct position for optimum teaching? Can you plug your device directly into your router? Make sure you are working against a neutral background and your face is well-lit.
- **Keep your microphone and camera muted** until the lesson starts
- **Be business-like** when giving lessons: always present yourself as professionally as you would if you were giving a face-to-face lesson, in dress and in manner: remember that while social media applications can encourage informality, you need to observe your usual high professional standards at times.
- The student must take lessons in a **public room, free from interruption** and a guardian or trusted adult shall be in the same premises as the student while the lesson takes place. Where that is impractical the door to the room must remain open, the background neutral, and a guardian in direct supervision.
- **Set standards** for your students and their guardians: students are expected to present themselves and behave appropriately.
- Consider carefully before allowing **students to send you material**, especially video. If you do:
  - The platform must allow the student to retract the submission.
  - Guardians must have access to monitor any submission.
  - Guardians must approve any submission before you see it (preferably sent from their account)
  - Do not download anything to your personal computer or device.
  - Securely delete the submission after an agreed period.
  - Content must be specifically requested by you in a specific task, and must be essential to learning.
- Limit **sharing restrictions** for all materials to student(s), guardians and teacher excluding all other parties.
- **If you have any concerns**, err on the side of safety.
  1. Explain that you are going to terminate the lesson and give the reason for doing so.
  2. Immediately terminate the call.
  3. Communicate the issue to the guardian by email.
  4. The lesson can resume when the guardian confirms the issue is resolved.

### Recording lessons

- Get **written consent** from a guardian to record lessons.
- Have a **written policy** which says:
  - that you will only use for the purposes of teaching and learning,
  - how long you will keep them,
  - that you guarantee you will only share with student(s) and whanau,
  - how you will dispose securely of the recordings,
  - that you will dispose of the recordings quickly if the student withdraws consent.
- Alternatively, you can ask guardians or students to **make the recording themselves**.
  - Obtain their agreement in writing that they will not share, distribute or post any recordings of your teaching or playing without your written consent, and
  - that they will securely delete and dispose of any recordings as soon as possible on your request.