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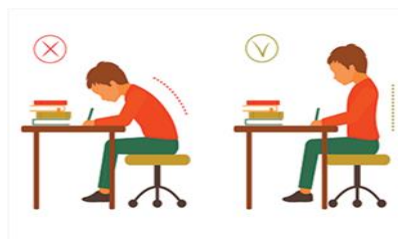
Parent and pupil “practical hints and tips” on the safe use of ICT equipment at home.

This guide offers some simple and practical measures you could introduce within the home to make the learning environment safe, comfortable and ergonomically sound environment that will help pupils concentrate, be productive and avoid aches and pains.

To support you through the process, this guide offers some simple but effective “dos and don’ts” for you to consider.

Online learning ergonomics dos

1. **Create a designated area for learning.** It’s important to have distinct locations for different activities like eating, sleeping and learning. If possible, also create a “quiet corner” where your child can go to relax away from a live-learning area. This will support their wellbeing and a break away from the learning environment should they need it.
2. **Encourage the 90-90-90 rule when setting up the learning area/ desk for older children.** There should be 90-degree angles at your child’s ankles, knees and hips when they’re sitting at their desk. If the desk is too high, your child’s elbows will be up and out to sides. If it’s too low, your child will slump in their chair or rest their head on their hand. Cushions or other items around the house that can be used to help achieve the correct angles. For example, if their feet don’t reach the floor, use a footstool to support their feet, if they can’t rest their back in the chair while bending their knees at a 90-degree angle, add a cushion behind them. Young children will naturally move around within their seated position or fidget and this should not be discouraged as it helps with concentration and comfort.



3. **Position your child’s laptop so the screen is at eye level.** Laptops can be opened and tilted to help adjust the screen to make it more comfortable for your

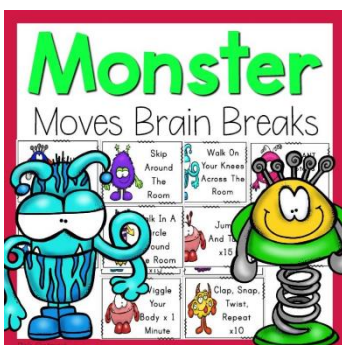
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child to use it. Set up the seating position and the laptop and check the ergonomic layout against the 90-90-90 rule. Make sure there is enough room for writing books, pens and other resources that may be used for the lesson.

4. **The 20-20-20 Rule.** For every 20 minutes spent looking at a computer screen, you should spend 20 seconds looking at something else 20 feet away. This gives your eye muscles a break and helps reduce eye strain.



5. **Allow your child to work in a variety of positions.** When live lessons are being undertaken, it is important that your child is seated in a position where that can fully engage in the lesson. Where tasks have been set by the teacher, some level of flexibility in their position could be considered and may include children standing at a countertop/standing desk or sitting on the floor or a beanbag. To help with positive and active movement around the learning area, consider securing paper to the wall for handwriting practice.
6. **Schedule frequent breaks throughout the day.** The opportunity to move will help your child remain focused on their learning and self-regulate if needed. Place a copy of the timetable on the wall and plan the breaks to include toilet breaks, snacks and short periods outside or relaxing away from their learning space. Pupils must actively “leave” a lesson to take comfort breaks and pupils should not take a device with them when taking comfort breaks. Regular exercise is essential through the day as your child will not be walking around the school or outside during break/ lunchtimes.



7. **Break time reminders.** The teacher would have carefully planned the lessons for the day. It is important that reminders are given on break times and it may be useful to set timers to remind you. During break times, reduce any additional screen time.
8. **Snacks, Hydration and ventilation.** To keep children healthy and stimulated, fruit and vegetables are good snacks for in between lessons. It is also important that your child keeps hydrated throughout the day, so a bottle of water should be kept close to their learning space. To maintain alertness and reduce fatigue, it is important that natural air is allowed in the learning area but also maintains thermal temperature. Keep windows slightly ajar to allow air in.
9. **Some children benefit from a sensory toolbox; keep it near your child's laptop/ learning space.** You can utilize an old shoebox and let your child decorate it. Then fill it with different types of fidgets, mints, paperclips, playdough, and other sensory items they can use when they need to. This also helps them to focus on a different activity if they become anxious.
10. **Create a morning routine and stick to it.** Keeping the same morning schedule of getting dressed, brushing teeth, having breakfast and going to their work area will help home students feel more organized and prepared to take on the day. Keeping the same routine as if children were attending school, helps keeps pupils focused and prepared for the work to come.

Online learning ergonomics don'ts

- Do not put your child's workspace in a room where there are lots of people or distractions.
- Do not let your child keep snacks in their learning area. It is important to encourage breaks away from the learning space.
- Avoid or limit use of the TV, phone, tablet or any other device during break times. Encourage breaks that are outdoors or away from ICT equipment.

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Cytundeb Ffrydio Byw YGG Bryniago Live Streaming Agreement:

(rhaid cwblhau'r ffurflen hon arlein CYN i'ch plentyn fod yn rhan o ffrydio byw/ this form **MUST** be completed online before your child is accepted by the teacher to be part of the live streaming: [Cliciwch yma/ Click here:](#)

An Acceptable Use Policy for safe and effective use of live streaming can be found here: <https://swanseavirtualschool.org/wp-content/uploads/2020/06/AUP-live-sessions.pdf>

[Swansea Guidance for Live Sessions](#)

[Swansea – How to run a successful live session](#)

[Swansea – Parent/Child Safe Use of ICT Equipment at Home](#)

[WG guidance for live streaming](#)

Mae'r athrawon yn cytuno i / Teachers agree to:

- ddarparu sesiynau byw drwy Microsoft Teams a bod yn hyderus o fewn y system/ provide live sessions through Microsoft Teams and be confident within the system
- ddefnyddio dyfeisiau ysgol ar gyfer ffrydio byw/ Only use school devices for live streaming
- defnyddio cefndir proffesiynol wrth gyflwyno eu sgriniau. ./ use a professional background when presenting their screens.
- sicrhau bod tarfu posibl yn cael ei leihau, gan/ ensure that potential disruptions are minimised, by
 - o Tynnu aelodau o'r teulu/anifeiliaid anwes o leoliadau ffrydio/ Removing family members/pets from streaming locations
 - o Peidio ag ateb y drws/galwadau ffôn yn ystod sesiynau/ Not answering the door/phone calls during sessions
- ddechrau y sesiwn 5-10 munud cyn y sesiwn byw er mwyn dechrau yn brydlon/ Start the session 5-10 minutes before the lesson begins
- ddefnyddio nodwedd lobi i gadw disgyblion nes bod y sesiwn yn barod i ddechrau / Use the lobby feature will be used to hold pupils until the session is ready to start
- wneud pob disgybl yn 'gyfranogwyr', nid 'perchnogion' / Make all pupils 'attendees', not 'presenters'
- rhoi gwybod i ddisgyblion y dosbarth y diwrnod ac amser y sesiwn byw o flaen llaw (drwy calendr Teams)/ Inform learners about the date and time of the session beforehand (via Teams calendar)
- rhoi gwybod i'r cymorth dosbarth am y diwrnod ac amser y sesiwn byw fel y gall fod yn bresennol yn y sesiwn/ Inform the class TA about the date and time of the session so that he/she can be present in the live session

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- rhoi gwybod i'r pennaeth os oes rhaid canslo'r sesiwn/ Inform the head teacher if the sessions has to be cancelled
- sicrhau bod y sesiwn yn cael ei recordio a sicrhau nad yw'n cael ei rannu'n gyhoeddus/ Ensure that the session is recorded and not made public
- sicrhau eu bod yn ymwybodol o'r asesiad risg ffrydio byw mwyaf diweddar/ Ensure that they are aware of the current risk assessments in regard to live streaming
- sicrhau bod holl ffenestri a dogfennau porwr diangen ar gau, ac yn gwirio bod tudalennau wedi'u nodi ar borwyr yn briodol. / ensure that all unnecessary browser windows and documents are closed, and check that bookmarked pages on browsers are appropriate.
- atal sefyllfa un i un ar ddiwedd sesiwn drwy ddadgysylltu'r holl gyfranogwyr o Teams/ Prevent a one-to-one situation at the end of an online session by disconnecting all participants from Teams
- drafod rolau a chyfrifoldebau a thiworial byr ar y system ar ddechrau pob sesiwn/ Discuss roles and responsibilities and a short tutorial on the system at the outset of all sessions
- fod yn ymwybodol o gyfrinachedd; yn enwedig wrth ffrydio gwers yn fyw o leoliad lle mae oedolion neu blant eraill yn bresennol/ Be mindful of confidentiality; especially when live-streaming a lesson from a venue where other adults or children are present
- ddod â sesiwn fyw i'r holl gyfranogwyr i ben os bydd tarfu anochel yn digwydd yn eu cartref. / end a live session for all participants in the event of an unavoidable disruption occurring in their home.
- roi gwybod i'r rhieni os bydd "crash" (problemau caledwedd/meddalwedd rhyngwyd neu gyfrifiadur) drwy'r Dojo ac os bydd amser yn caniatáu, gall disgyblion ail-ymuno â'r sesiwn pan gaiff y broblem ei datrys/ Inform parents via Dojo in the event of a "crash" (internet or computer hardware/software problems) and if time allows, pupils can re-join the session when the problem is resolved
- gadw cofnod o bwy a fynychodd sesiynau / record will be kept of who attended sessions
- gadw llygad am les disgyblion/ look out for pupils' welfare
- yn cadw at safonau gwisg proffesiynol pan fyddant o flaen y camera / adhere to professional standards of dress when in front of the camera

Enw'r plentyn/ Name of child: _____

Dosbarth/ Class: _____

Bydd presenoldeb rhieni gerllaw drwy gydol y sesiynau byw./ There will be parents' nearby presence for the duration of live sessions

Bydd/ Yes

Bydd fy mhlentyn yn defnyddio cefndiroedd aneglur neu luniau cefndir fel na welir y tu mewn i'r cartref/ My child will use blurred backgrounds or background pictures so that the inside the pupils' homes is not seen.

Bydd/ Yes

Bydd fy mhlentyn yn defnyddio'r man gweithio mwyaf priodol i leihau aflonyddwch ond i fod o fewn clyw rhieni/warcheidwaid./ My child will use the most appropriate work area to minimise disruptions but to be within earshot of parents/guardians.

Bydd/ Yes

Bydd fy mhlentyn yn lleihau ar bethau allai darfu drwy ddiffodd cerddoriaeth, teledu, ffôn, Xbox yn y cefndir ac ati./ My child will minimise distractions by turning off music, tv, phone, Xbox in the background etc.

Bydd/ Yes

Bydd fy mhlentyn yn gwisgo'n briodol a thrin gwersi fel yn yr ysgol/ My child will dress appropriately and treat lessons as in school

Bydd/ Yes

Bydd fy mhlentyn yn paratoi ar gyfer y sesiwn a cyrraedd ar yr adeg gywir/ My child will get ready for the session and enter at the correct time

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Bydd/ Yes

Rydw i fel rhiant/ gwarcheidwad yn cytuno i leihau tarfu yn y cartref tra bod disgyblion yn cymryd rhan mewn sesiynau byw./ I as a parents/ guardian agree to minimise household disruptions while pupils are engaging in live sessions.

Cytuno/ I agree

Rwy'n deall a derbyn y bydd athrawon yn rhannu cyfres o reolau ymgysylltu ac ymddygiad ac yn atgoffa disgyblion o'r rhain ar ddechrau'r sesiynau, er enghraifft: / I understand and accept that teachers will remind pupils of engagement and behaviour rules at the start of sessions, for example:

- o Disgwyliadau ymddygiad (atgoffa'r disgybl bod y sesiwn yn cael ei recordio at ddibenion diogelu a bod angen i riant/gwarcheidwad fod yn agos) / Expectations of behaviour (reminding the pupil that the session is recorded for safeguarding purposes and a parent/guardian need to be close by)
- o Rhaid i gefndir y disgybl fod yn aneglur neu'n defnyddio llun cefndir. /The pupil's background must be blurred or using a background picture.
- o Dylai'r disgybl fod mewn lleoliad lle mae'n annhebygol o gael ei aflonyddu gan ddigwyddiadau a synau. /The pupil should be in a location where it is unlikely to be disturbed by intrusive events and noises.
- o Sut i ofyn cwestiynau – trafodaeth agored/chat/llaw i fyny – yn dibynnu ar wers ayyb/ How to ask questions – open discussion/chat/hand up feature – depending on lesson etc.
- o Ni ddylai disgyblion gofnodi na gymryd llun o'u sgriniau /Under no circumstances should pupils record or snapshot their screens
- o Sancsiynau – bydd sesiynau'n cael eu hatal ar gyfer unigolion neu ddosbarthiadau os caiff rheolau ymddygiad eu torri (e.e., ysgrifennu sylwadau gwirion yn y sgwrs ac ati)

/Sanctions – sessions will be stopped for individuals or classes if behaviour rules are broken (e.g., writing silly comments in the chat etc.)

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Rwy'n deall/ I understand

Ymdrinnir â gwersi/sesiynau a gyflwynir gan sefydliadau allanol (e.e., gwasanaethau cerddoriaeth, ac ati) gan ddefnyddio'r un protocolau diogelu a threfnau gwaith ag a bennir gan yr ysgol. / Lessons/sessions delivered by external organisations (e.g., music services, etc.) will be dealt with using the same safeguarding protocols and work routines as determined by the school.

Rwy'n deall/ I understand

Rwyf wedi derbyn y cyngor ar ffrydio byw (sydd wedi ei ddanfôn ar y cyd gyda'r cytundeb hwn)/ I have received the hints and tips for live streaming document (sent with this agreement)

Ydw/ Yes

Rwy'n deall bod gan yr ysgol asesiad risg ar ffryddio gwersi byw a'i fod wedi ei dderbyn gyda'r Corff Llywodraethu. Deallaf hefyd ei fod wedi ei rannu gyda'r athrawon./ I understand that the school has a live streaming risk assessment that has been accepted by the Governing Body. I also understand that this has been shared with the teaching staff.

Rwy'n deall/ I understand

Rwy'n cytuno i fy mhleintyn fod yn rhan o sesiynnau byw yr ysgol./ I agree for my child to be part of the live streaming sessions within the school.

Cytuno/I agree

Rwy'n cytuno i'r sesiynnau gael eu recordio./ I agree for the sessions to be recorded:

Cytuno/I agree