

GUIDANCE FOR LEARNERS AND TUTORS REGARDING VIRTUAL / REMOTE EDUCATION

Typically 'remote education' is used to describe situations where learners are being taught remotely rather than on site in an educational setting.

The streaming of education and training sessions for the purposes of remote learning must comply with The UK General Data Protection Regulation (GDPR), Lancashire Teaching Hospitals NHS Trust's (LTH) GDPR and Safeguarding Learners in Education policy. This requires learners and tutors to adhere to a set of principles and general rules for the use of online platforms for education delivery as follows:

1. Learners and tutors must not stream or join an education session in public settings and the session must be conducted in a professional / private location.
2. A bland, blurred or corporate background must be used so that no additional information can be collected about a location
3. Laptop, desktop phones or tablet cameras are set to focus on the tutor or learner from the shoulders up
4. Cameras (and audio) must be disabled when the session has concluded.
5. Any patient data used for education purposes must be anonymised
6. Streaming of content using patients must be anonymised and not identifiable unless the patient has provided fully documented written consent
7. No personal or sensitive data must be visible during the meeting
8. Information that in any way pertains to other learners or tutors must not be disclosed during a session
9. While recordings, may be required these must only be made using formal online instructional platforms (Zoom, Microsoft teams)
10. Personal devices must NOT be used to record education sessions.
11. Recordings must not be made available to the public at large or through any other media; doing so will result in disciplinary actions.
12. The display or transmission of these recordings by a learner or parents to others is strictly prohibited and would result in disciplinary actions.
13. To comply with GDPR all recorded lessons should be deleted as soon as they are no longer required
14. All tutors and learners will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to, keeping the device password-protected using strong passwords, making sure the device is locked when not being used, not sharing the device among family or friends and installing antivirus and anti-spyware software
15. Education delivered via streaming are still classes. As such, student and tutor cameras must be on throughout the session, unless a short break away from the session has either been requested by the learner or coordinated by the tutor.
16. Professional clothing must be worn during a session
17. Professionalism must be demonstrated at all time during a session