

## **Dear parents or guardians:**

Given the situation we are experiencing, a protocol has been established for the use of the Teams Platform and classes in streaming or over the Internet. These are the rules and instructions to take into account:

1. The Teams Platform is a communication channel between teacher and students only for matters related to the classes. Parents will communicate with the teachers through the usual channels: telephoning the office numbers or emailing the corresponding school branch.
2. Under no circumstances may students use the Platform as a method of communication or socialization among themselves. Therefore, it is forbidden to create new channels or groups, or to send material that is not strictly related to our classes, for example, animated images, Youtube videos, or files of the same kind.
3. It is only the student who can follow the classes online; therefore nobody will be able to access in his place or connect when the student is presently in the classroom. Moreover, nor can the student change on his own will whether to attend the class or the online one; he must bear out his turn.
4. It is only the teacher who can initiate a video call to give way to the class online, in no case can the student initiate contact with their peers.
5. The reproduction, distribution, transmission, total or partial diffusion and publication of audiovisual content is expressly prohibited without the consent and authorization of the persons who appear in it. The dissemination and publication of audiovisual content without consent and authorisation may be subject to a financial penalty by the Spanish Data Protection Agency, in accordance with Title IX of the LODGDD (articles 70 to 78), in addition to any civil or criminal liability that may arise.
6. The student should choose a space that does not allow the identification of the private area, such as family photographs, in the field of vision of the camera, or other similar personal objects, and should also prevent other people from moving behind the student and seeing the screen.

By following these rules, we guarantee the privacy of our students and we will be able to carry out the online classes smoothly.

As with the face-to-face classes, the Liceo de Idiomas has the right of admission for those who do not comply with these rules or with the Rules of Conduct.

For any questions or clarification you can contact us.

Yours sincerely,

**LICEO DE IDIOMAS MODERNOS  
THE MANAGEMENT.**