



Global-Leap/Videoconferencing in the Classroom

www.global-leap.com

Promoting Interactive Communication Technology to add value to teaching and learning across the curriculum in classrooms around the world

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Automated test call facility. ISDN: +44 (0) 2084262194 (128k)

Automated test call facility. IP: 80.68.51.35 (128k)

Terms and Conditions

These conditions are designed to ensure that your VC activities are successful, stress free and rewarding. Please use this form for every VC activity you book through Global-Leap and our providers.

Your school has requested that a class should take part in a Global-Leap videoconference event

Provided by.....

On Date.....

To ensure the success and effectiveness of your videoconference link your school must comply with the following terms and conditions.

1. Your school's participation in any activity will not be confirmed until all possible connectivity issues have been eliminated by completing a successful face to face test to Global-Leap.
Please telephone 020 8866 6036 to arrange this NOW.
2. The VC test must be carried out in the actual room you intend to use for the videoconference event. A test to another room will not be regarded as a successful test.
3. A named class teacher and a suitable class of no more than 35 students should be identified. N.B. Some links will only accept smaller groups. Please check carefully.
4. The name and direct contact details for the class teacher and any additional information about the class should be provided BEFORE the booking can be confirmed.
5. The teacher and class should ensure that all necessary preparation has been made for the videoconference activity. If you are not sure of the necessary preparation required please contact the teacher/ presenter of the lesson for further details.
6. The students should be aware of the VC etiquette involved for the conference. If you are very new to videoconferencing, students should participate in a My First Videoconference session before booking any other sessions. If this is the case, please arrange a brief practice session NOW.

7. The room should be suitably arranged for the VC activity to ensure that the seating, lighting and audio work to give the best results. Check this out in a face to face test.
8. A telephone/mobile MUST be available in the VC room and available for contact during the test and during the VC activity. A contact through the school switchboard is not acceptable and may result in delays or failure.
9. The Teacher/ Technician should be aware of all email correspondence and ensure that all parties are copied into all communications.
10. Global-Leap Lessons are live events and SHOULD NOT be recorded.
11. The named teacher should sit with the class group during the link and should support the students/far end teacher as necessary and participate in the lesson as appropriate.

PLEASE NOTE:

Failure to comply with these Terms and Conditions may result in your class being excluded from a VC activity and the implementation of an administration charge for the time involved in preparation.

I agree to these Terms and Conditions:

Signed:.....Print Name:.....

Date:.....

Please return one copy to Global-Leap, PO Box 446, Pinner, Middx, HA5 9AY, UK and keep one for your records.

QUICK CHECK LIST

- ✓ I have completed a face to face test with Global-Leap from the classroom where the VC event will take place.
- ✓ There is a telephone or mobile phone in the room where the VC will take place and the far end know the number.
- ✓ I have spoken to the provider about the content and details.
- ✓ I have tested with the provider.
- ✓ I have made sure that any bridging service that I need has been booked.
- ✓ My room is suitably set up, the children can be seen and heard by the far end presenter (i.e. not seated behind computer monitors, silhouetted in front of a window, craning their necks to look at a camera high up or off to one side, the microphone is in a suitable place etc.).
- ✓ The contact details for my school, including at least two email addresses and telephone numbers are up to date.
- ✓ The email addresses I have provided are checked regularly.