

MUSICARES

Mentor/Tutor advice for Online sessions

Music Plus and Musicares are doing their utmost to:

1. Continue engagement with our young people
2. Continue revenue streams for mentors/tutors

Both projects are refocusing their delivery for online music mentoring, tuition and advice for the foreseeable future. These sessions will be supplemented with useful resources and a series of short courses built on tutorial videos, these are described as Passive or Interactive learning.

Methods of engagement

There are many options for delivering sessions online, including but not limited to:

- Skype
- Zoom
- Team Viewer
- Remote PC
- WhatsApp
- Google Hangouts
- Facebook

The Scottish music centre and projects Music Plus and Musicares have set up **Google Hangouts** which is compliant with current UK-GDPR regulations. Each mentor/tutor will have their own email address e.g. (john@musicplus.org.uk) to protect their personal identity. We will send an invitation to you with the email address we have on file for you where you can create your own account.

All Music Plus and Musicares sessions must be conducted through the Google Hangouts platform to ensure your and the participants safety on line as part of a uniform solution. There is a short video tutorial on using hangouts here:

https://www.youtube.com/watch?v=J_ywOjB1c4Q

Methodologies

Your session will differ dependant on what you are teaching and we are always open to innovative ideas and techniques that are useful. This is very much dependant on what you are teaching and also based on the connectivity and equipment that the participant has at their disposal, it's going to be difficult to teach guitar to someone who doesn't have one... With this in mind we are hoping to engage participants who don't want to or can't participate in on line sessions the opportunity to continue learning.

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Resources

We have created a page on our websites <https://www.musicplus.org.uk/resources> and <https://www.musicares.co.uk/resources>

There are a series of useful resources relating to participants age and experience. The hope is to provide participants with additional material to supplement their on-line sessions as well as provide an opportunity for participants who can't participate presently to increase their knowledge.

The links have been filtered and are a combination of paid and free tutorials and interactive courses. We will consider funding participants through some of these resources if it is a realistic outcome for them.

Equipment

We are sure most have you have been involved with video calling software like Skype, Zoom etc. using your laptop, phone or desktop computer. For those of you conducting music production or DJ sessions it might be important for you to pay attention to the way the audio is routed. It is possible on most software to have separate outputs for the application (music software) and the voice.

You may have additional software you can use for example a USB controller or mixer with the ability to set up different mixes for different channels. It is important to try and give the participant the best experience possible so taking some time to adjust the settings before conducting a session. Music Plus and cares team are on hand if you want to try a dummy run!

Additional software to route audio includes Soundflower which we are in the process of testing out . <https://rogueamoeba.com/freebies/soundflower/>

Being safe online

Much like your face to face meetings there are a series of guidelines to conducting sessions online. Working from the top down we have to ensure that we follow the correct procedures on a suitable platform to protect data, information and provide a safe space for participation.

As is the case with face-to-face sessions, practitioners providing tuition or advice via technology have a legal duty to comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), and an ethical responsibility to safeguard clients from unauthorised disclosure of information.

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Following guidelines set out in the Scottish Government's 2010 Action Plan on Child Internet Safety and the 2011/12 Scottish Action Plan on Child Internet Safety and Responsible Use. The commitments included in these plans were structured under three broad aims:

1. Giving everybody the skills, knowledge and understanding to help children and young people stay safe online: we will help parents, carers and people who work with children and families to understand how to help children stay safe online and how to deal with problems if they occur;
2. Inspiring safe and responsible use and behaviour: we will make it clear that individuals, including children and young people themselves, need to take responsibility for their own online behaviour; and
3. Creating a safer online environment: we will work together to make sure that children are less likely to come across or get access to things online that are not suitable for them.

This also feeds into:

UN Committee on the Rights of the Child

- developing and implementing comprehensive multi-sectoral strategies on child exploitation and abuse, including online, to ensure effective prevention, early detection and intervention, at national as well as at devolved levels;
- further developing comprehensive services to support children who are victims or at risk of sexual exploitation and abuse;
- training children, teachers and families on the safe use of information and communication technologies, raising awareness among children on the severe effects that online bullying can have on their peers, and increasing the involvement of social media outlets in the efforts to combat online bullying.

A common-sense approach is required when undertaking sessions, young people may display certain behaviours that wouldn't be present in real life situations with a parent/guardian or carer present.

Some additional common sense approaches:

- When hosting a meeting you should advise participants not to share the link publicly or any passwords to reduce the risk of someone joining the call to cause interruption.
- If using your web camera check your surroundings, do you have photos of family in the background you would prefer were not shared with others in your call? Consider blurring your background or changing the background picture.
- Do not record meetings without prior consent from project manager. Do not use your mobile phone to record meetings or calls.

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Screen Sharing

The host of a meeting has the option to prevent participants from screen sharing. This should be set as default and only enabled when necessary to share information on screen.

For some of you screen sharing will be a must (using software for example) but please follow some common-sense guidelines.

When sharing your desktop, close any documents or emails you do not intend to share before the meeting, this stops you accidentally sharing anything by mistake.

Check that any attachments are correct. It is very easy to accidentally upload the wrong file to a conversation.

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The designated person for any issues is Sace Lockhart and you should report any:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate on-line contact

This document is in line with SMC's GDPR regulations including remote access.

Google's Privacy Policy for GSuite can be found here:

<https://policies.google.com/privacy/update>