

## British Kodály Academy - Digital Teaching/Learning Policy

1. The BKA is aware of the copyright regulations of the Copyright, Designs & Patents Act 1988 – ‘the Act’.
2. All BKA digital teaching will be private. No lesson content will be relayed to the public. Students’ identities will be checked before they’re admitted into the online lesson.
3. The BKA will use a variety of methods to prepare online lessons: tutors may pre-record their sessions or present them live but they will all be streamed out to the students using a closed, secure video-conferencing app such as Zoom.
4. For online lessons when tutors
  - a) display extracts of sheet music on screen;
  - b) play extracts of recordings;
  - c) demonstrate by playing an extract livethe BKA will recommend that tutors and students should work from **printed copies** wherever possible.
5. N.B. Printed Kodály materials will not be copied, nor will they be shared on the screen. *(Kodály exercises and other study materials can be purchased from the BKA Bookstore. [shop@kodaly.org.uk](mailto:shop@kodaly.org.uk))*
6. If it is necessary to make a copy of any other piece of music for teaching and studying, it will be an **excerpt only**. *(Copying versions of whole works or movements, and displaying whole works or movements on the screen, will not be undertaken.)*
7. When teaching digitally, the tutor may "**screen share**" an **excerpt** of a piece of printed music for study purposes.
8. Music materials used for teaching and learning digitally are for individual learning only. They should not be shared with anyone else.
9. When teaching digitally, the tutor may play a recording of music, or music & words: it may very well be a copyright work but, in all cases, **only short excerpts** will be played, for study purposes.
10. A tutor may demonstrate by performing a work live during a lesson, within the closed, secure video-conferencing app such as Zoom. It may very well be a copyright piece and the tutor will check the copyright status of the work. The performance will not be shared with anyone outside the lesson.
11. Students are expected to attend their online classes at the time specified, except in cases of illness or internet problems. A minimum of 80% attendance is recommended.
12. Students should protect their own privacy and that of the other class members when they are on zoom.
13. The BKA will make a recording of each online session and share it with the students to support their follow up work. This recording will be available for one week only and then deleted before the start of the next lesson.
14. A small number of recordings may be retained by the BKA for a longer period for training and monitoring purposes.
15. Any BKA recording accessed by the students for study purposes must not be downloaded or shared with anyone else. Sharing any recording online could potentially lead to copyright infringement.  
**This BKA policy sets out a code of practice which we hope will prevent any such infringement.**

As part of acceptance onto a digital course, students will be asked to confirm that they have read this policy.