

Online Sessions Code of Conduct

This code of conduct outlines what we expect of pupils during online sessions. Much of this matches our expectations of pupils in lessons when they are in school and it will help pupils get the most out of their online learning.

I understand that by joining the sessions I agree to follow the code of conduct outlined below:

- While online, I must follow the school's policies including the Behaviour policy, Anti-bullying Policy and the Acceptable Use Policy.
- I will make sure that my communication online is always supportive of my learning and the learning and wellbeing of others and I will communicate in a respectful way at all times.
- I will only use Google classroom for online learning and will only upload or forward, browse or download materials that are related to my learning and will only do this when asked by my teachers.
- During live online sessions, my parent/carer will be near me (in the room or a nearby room with the door open).
- I will not use my school account to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.
- I understand that during live lessons/meetings I must remain muted unless my teacher unmutes me or directs me to unmute.
- When taking part in an online session I will make sure that my environment is quiet and free from distractions, the background (and foreground) is appropriate (check what is visible behind/ in front of you).
- I will ensure that I am suitably dressed (fully dressed and not in pyjamas!).
- I will not take photos of my screen or record online interactions
- At the end of live lessons/google meetings my teacher will ask me to 'hang up' before closing the meeting. I will do this promptly as directed by my teacher.
- I recognise that online learning is different to learning in the classroom and that I must listen carefully to the instructions.
- I understand that online learning is an extension of the classroom and that I should conduct myself as I would in a classroom environment. This includes:

- Taking part in environment that is safe, quiet and free from distractions.
 - Being on time for the virtual meeting.
 - Remaining attentive during sessions.
 - Interacting patiently and respectfully with your teacher and peers.
 - Not recording each other's online interactions.
 - Finishing the session when your teacher instructs you to do so
 - Regularly check my google classroom to help ensure that I keep on track with my learning.
- I understand that should I fail to follow this Code of Conduct, my teacher will remove me and there will be a follow up consequence for my actions
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents contacted.

Remember with social media, when you post something it's always there and you can't take it back. So be careful of what you write and post.