



Pupil Code of Conduct for Remote Learning



- I will only use school technology for school purposes as directed by my teacher.
- I will only use my school email account for school work.
- I will only take part in 'live' streaming through my school Teams account as part of a lesson set up by a member of school staff.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and Other interactive applications). This includes the resources I access and the language I use.
- I will make sure that all my communication with other children, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any school content on social media platforms.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that when sending and receiving emails through my school email account my use will be monitored.
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.
- I will continue to follow the rules regarding my use of technology as outlined in the school's Pupil Acceptable User Agreement which can be found in the school homework diary.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted. When participating in an audio or video conference on Microsoft Teams, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom.

This includes:

- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions and have appropriate resources available
- Interact patiently and respectfully with your teachers and peers
- Video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

General Rules and Guidelines

1. It is strongly recommended that you follow the school timetable as far as possible.
2. Please complete tasks as they are set for each lesson. Teachers will explain when it is possible for them to answer questions.
3. As soon as you have completed each task, please submit this through Microsoft Teams to your teacher.

To be returned to school

Student I _____ have read, understood and agree to the terms set out in the Code of Conduct.

Signed (Student):

Date: