



Behaviour expectations for online learning

Below are our rules for using our online teaching and learning resources safely and responsibly at home while the school delivers lessons remotely. Please could we ask you to go through the points below with your child(ren), to ensure that live online chats can be carried out without disturbance or any of the participants feeling uncomfortable.

Children

My learning:

- ✓ I will set up a workspace free of things that might distract me. I will choose this space with my parents so that I can work efficiently. This workspace will be in a communal area and not in my bedroom.
- ✓ I will log on to Microsoft Teams each day and complete assignments.
- ✓ I will use the internet to help me learn and connect with my teachers and classmates. I will use it safely and responsibly with the help from my parents.
- ✓ If I need help with my lessons, I will contact my teacher through Microsoft Teams or the class email address.
- ✓ During live chats, I will be on time and dressed appropriately (I must always be fully clothed and not wearing what I wear to bed).
- ✓ I will talk to my teacher and classmates respectfully.
- ✓ I will mute my microphone to avoid unnecessary noise.
- ✓ I will not take any photos, screenshots or videos of pupils or teachers.
- ✓ I will end the session as soon as my teacher indicates and will not return to the call.
- ✓ I will only send messages that are polite and relevant.
- ✓ I understand that there will be no 1:1 meetings with teachers.
- ✓ I will never share passwords or personal information (like my last name, address or phone number).
- ✓ If I see anything on the internet or in an email or other electronic message that makes me uncomfortable, I will talk to an adult immediately.
- ✓ If I receive a message sent by someone I do not know, I will inform an adult immediately.
- ✓ I accept that the school monitors my account and my messages on the portal.

Parents

- ✓ I will support my child to establish a routine to support learning.
- ✓ I will identify a space where my child can participate without distraction.
- ✓ I will be present in the room while a live chat is taking place (although I understand I do not need to be in view of the screen).
- ✓ I will ensure that no one in the household records or takes any photos, screenshots or videos of pupils or teachers on Microsoft Teams.
- ✓ I will keep track of school communications.
- ✓ I will encourage my child to participate in daily physical activity or exercise whenever possible.
- ✓ I will speak to my child about their lessons and how they feel it is working.

** All Teams meetings will be recorded for safeguarding reasons.

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Staff

- ✓ I will be dressed appropriately, as will anyone else in my household.
- ✓ I will ensure that my computer/ laptop is located in an appropriate area, for example, not in bedrooms; and understand that the background should be blurred.
- ✓ Language will be professional and appropriate at all times, including any family members in the background.
- ✓ I will ensure that, wherever possible, there are two school adults (teacher and LSA) in live communication with the children.
- ✓ I will record all sessions so that if any issues were to arise, the video can be reviewed.
- ✓ Group sessions only- no 1:1s unless discussed and agreed by SLT.
- ✓ I will monitor pupil engagement and follow up if children are not engaging with the learning.
- ✓ I will only use platforms agreed with the SLT to communicate with pupils.