



Grateley Primary School



Remote Learning Code of Conduct for pupils, parents and carers

In the event that your class or the whole school has to do their learning from home, we would like everyone to follow the guidelines and expectations listed below:

Pupils:

- My learning environment is quiet and free from distractions
- I will remain attentive and focused for my learning throughout the day
- I will communicate in a polite and courteous way at all times to both my teacher and classmates
- I will be ready to start my learning by logging onto the Office 365 Education platform by 9am each day and will join in with the other live sessions during the day as shown on my class timetable
- I will only use the Office 365 Education platform for the purposes of online learning and will only browse, download, upload or forward material that is related to my learning and that is directed by my teacher.
- I will not use the Office 365 Education platform to create groups, start calls or other meetings
- I will not use my school email address or messaging facilities on other school software to send inappropriate personal emails or messages to other members of my class.
- I will not take photos of my screen, screenshots or record online interactions in any way
- I will not share content from the Office 365 Education platform on social media or with anyone outside of my family
- I will make sure that my communications in the online learning environment are always supportive of my learning and the learning and wellbeing of others.
- If I am not sure of what I need to do for my independent remote learning, I will ask my teacher.
- I will always tell my parent/carer or teacher if I see, hear or read anything on the internet that upsets me or makes me feel uncomfortable.

Parents/Carers

- I will be respectful and considerate to the teachers
- I will support my child to engage in learning
- I will use traditional communication routes for feedback, comments or concerns I may have (phone call/e mail)

If pupils are not following the protocol

- They may be removed from the Office 365 platform.
- If this happens, Mrs Dance (HT) will be made aware; the incident will be recorded on their behaviour record.

Pupils/parents/carers can report any behaviour which is concerning to them by contacting the class teacher or DSL (Mrs Dance)/DDSL (Miss Knights). If I am made aware of any behaviours that are inappropriate and/or disrespectful then I will make contact with the parents and ensure that these behaviours do not continue. In the event that these negative behaviours continue, then they will be removed from the platform and remote learning will be delivered in a different way.