

## **REMOTE LEARNING CODE OF CONDUCT - Student and Parents**

This code of conduct establishes guidelines for remote teaching and learning via video conferencing such as Zoom or Google Meet. **Please read the guidelines below and be aware that if you join a school-organised live video conference lesson, you are agreeing to abide by this code of conduct :**

1. Do not publicise or share the meeting's link. This is a private meeting and all participants must be invited through Google Classroom
2. It is the responsibility of the student, parents and carers to ensure that a suitable device, to access lessons, is charged, has a good internet connection and is in good working order
3. Set up your device in advance of the scheduled lesson in order for a prompt start
4. All students must behave in a respectful, considerate and kind manner when they are in a live online lesson
5. 'Classroom standard' of behaviour is expected from all students. If a student demonstrates behaviour that the teacher deems to be unacceptable or inappropriate the teacher will follow the Academy behaviour systems, with a final warning being issued and then subsequent removal from the lesson. All incidents will be logged on Class Charts.
6. Language must be professional and appropriate, including any family members in the background
7. It is prohibited to take screenshots, video or images of the lesson
8. Students are expected to participate actively in lessons and complete tasks to the best of your ability. Teachers will provide encouragement and expect students apply maximum effort towards all tasks
9. Students must wear suitable clothing (e.g. no nightwear or swim wear)
10. Other household members who may become visible in the background must wear suitable clothing
11. All devices used should be in appropriate areas and work stations (for example, on tables and not beds or not in public spaces. Inappropriate objects/information must not be visible). Where possible position yourself in front of a neutral background.
12. Background noise must be as minimal as possible (e.g. turning the tv off) and avoid any other conversations being picked up during calls
13. Microphone must be muted unless your teacher invites you to talk
14. Students must have their camera turned on if requested by the teacher, unless it has been agreed otherwise - due to a suitable reason - with parents in advance
15. Where possible students should use a headset with a microphone for increased clarity
16. Live classes will be recorded, so that if any issues were to arise, the video can be reviewed. The lesson recording will not be distributed to third parties outside of the Academy

**This Code of Conduct is an addition to our Behaviour and Safeguarding policies**