



St Mary's RC PS Remote Learning Code of Conduct

At St Mary's we all follow our school values and aim to learn and grow together, treating others with respect and how we would like to be treated. This includes when we are engaged in remote learning, therefore our code of conduct is based on our core values.

CARE COURTESY CONCERN COOPERATION COMMUNICATION Treat other people the way you would like to be treated.

- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use.
- I will not reveal my passwords to anyone.
- I will make sure that all my communication with teachers and other children is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parents and carers.
- I will not share resources or videos created by my teachers with anyone who is not a learner or member of staff at St Mary's RC Primary School.
- I will not share any school content on social media platforms.
- I will tell an adult in my household before I take part in 'live' streaming.
- When participating in an audio or video conference on Google Classroom, I will remember that this is an extension of the classroom and will conduct myself as I would when in a classroom at school.
- I will not record or take photos of other learners or teachers during a 'live' session.
- I understand that when using Google Classroom or Seesaw and other applications provided by the school that my use can be monitored.
- I understand that this Code of Conduct is designed to help keep me safe.

Getting Ready For 'Live' Sessions on Google Meet

- Be on time for your 'live' interactive session.
- Access the link to join your 'live' session from your Google Classroom or Seesaw
Access Google Classroom via Athena.mgfl.net – Glow Log in tile – then log in
- Be dressed as you would be happy to be seen outside of your home.
- Try to sit comfortably in a quiet space with your back towards a wall not a window.
- Place your device on a stable surface so it doesn't wobble.
- Be organised. For example, have a pencil and piece of paper or jotter ready.
- If you have headphones, you can use them. You might need to change the meeting settings to be able to hear through your headphones.
- Click 'Join Now' to enter the session. Don't click 'Present'.
- Mute your microphone as you enter the session.
- Remain attentive during sessions with good sitting and good listening.
- Interact patiently and respectfully with your teachers and classmates.
- You can use the text chat to ask questions or unmute your microphone.
Please mute your microphone once you have finished speaking.
- You must not record each other's online interactions.
- Your teacher may remove you from the session if you are not following our Remote Learning Code of Conduct. If this happens, a member of our Senior Leadership Team will discuss this with you and your parents or carers.
- When the session is finished, disconnect by clicking the red 'Hang Up'/'End Call' button.

