



Gatehouse School

Code of Conduct for Pupils for Online Sessions on Remote Working Platforms

Date of review by Governors	Summer 2023
Next review	Summer 2024

This code of conduct outlines what we expect of pupils during online sessions.

Much of this echoes our expectations of pupils in lessons when in school and all of it is designed to help pupils gain the most benefit from online learning.

- I will only use google classroom and my school email for the purposes of online learning and will only browse, download, upload or forward material that is related to my learning and as directed by my teachers.
- I will not use my school email to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.
- I will check my google classroom regularly, with the help of my parent or carer, to keep track of online sessions and learning.
- During live online sessions my parent/carers will be in the vicinity, either in the room or a nearby room, with the door open.
- I understand that online sessions will be recorded but that the recordings will never be made public.
- I will not take photos of my screen or record online interactions in any way.
- I will make sure that my communication in the online learning environment is always supportive of my learning and the learning and wellbeing of others.
- When taking part in an online sessions I will make sure that
 - my environment is quiet and free from distractions
 - the background (and foreground) is appropriate (Be mindful of what is visible behind you/in front of you)
 - I am suitably dressed.

- I remain attentive.
- I communicate in a courteous way at all times to both teachers and fellow pupils.
(Remember what we always say about social media, when you type something, 'it's always there and you can't take it back'. So be careful of what you say and write)

Parent's information about zoom 1-1 teacher meetings

- The teacher will host the 1-1 meetings with pupils via zoom.
- The parents or carers can access the appointment system through a link the teachers will send out to the child's email account. The teacher will then send through the meeting ID and password.
- The appointments are scheduled to last for 10 minutes.
- To make this system manageable please leave at least 2 hours between making the appointment and its scheduled time.

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