



# Birches First School

## Believe, Grow, Succeed



### Online Learning Code of Conduct

This code of conduct outlines what we expect of pupils and parents/carers during remote learning. 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.

Parents/Carers must read the following information and then sign into parent pay to confirm that you agree to this code of conduct.

Birches First School will not be held responsible for any incidents that occur if the code of conduct has not been followed.

I understand that by joining the sessions I agree to follow the code of conduct outlined below:

- I understand that while online, I must follow the school's policies including the Behaviour policy, Anti-bullying Policy and the Acceptable Use Policy.
- I will make sure that my communication online is always supportive of my learning and the learning and wellbeing of others and I will communicate in a courteous way at all times.
- I will only use Teams for online learning and will only upload or forward, browse or download materials that are related to my learning and will only do this when asked by my teachers.
- During live online sessions, my parent/carer will be near me (in the room or a nearby room with the door open) and I will participate in a suitable room (not bedroom/bathroom)
- I will ensure other household members are aware I am in a Teams meeting so they will not say anything that my peers and teachers should not hear.
  - I will not use my school account to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.
- I understand that in live lessons/meetings I must remain muted unless my teacher unmutes me or directs me to unmute.
  - When taking part in an online session I will make sure that my environment is quiet and free from distractions, the background (and foreground) is appropriate (check what is visible behind/ in front of you).
- I understand that the school advise that I blur my background.
- I will ensure that I am suitably dressed (fully dressed and not in pyjamas!).
- I will remain attentive.
- I will regularly check my Teams account to help ensure that I keep on track with my learning.
- I will not take photos of my screen or record online interactions.
- I will not join a meeting until a member of staff is present and if the member of staff is not there I will leave immediately.

- At the end of live lessons/meetings my teacher will ask me to 'hang up' before closing the meeting. I will do this promptly as directed by my teacher.
- I understand that should I fail to follow this Code of Conduct, my teacher will remove me and there will be a follow up consequence for my actions.

This Code of Conduct contributes to making our online community a place where everyone is valued, respected and safe. The pupil Code of Conduct is supported by a range of other policies including: Teaching and Learning, Behaviour and Discipline, Exclusions, Physical Restraint, Anti Bullying, Acceptable ICT use, Mobile Digital devices and Educational Visits.

This Code of Conduct exists in addition to the pupil Acceptable ICT Use policy used in school. It gives guidelines as to how pupils should conduct themselves on a daily basis when learning from home. A 'live' lesson refers to any meeting or lessons taken via the Microsoft Teams where staff and pupils interact in real time. This code of conduct also covers asynchronous learning using a variety of tools and platforms such as Microsoft Teams etc.

**S Varricchione**  
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