



## ***Arnside National School – Online code of conduct***

### ***Safeguarding all members of the school community is our highest priority.***

In order to keep pupils, staff and parents / carers protected online, we request that participants follow the code of conduct. By joining the activities, participants are agreeing to the following:

- Live activities are **optional** and pupils have the choice to not attend.
- Parents must be aware their child is participating in the activity.
- At KS2, an adult must be nearby. At KS1, an adult must accompany the child.
- Activities may be recorded by the school and will not be used anywhere other than for school purposes. Your child's attendance provides the consent for the recording.
- Normal school behaviour is expected from all participants. Poor / inappropriate behaviour will not be tolerated and may result in future restrictions to activities.
- Pupils can only join an activity through Teams (KS2) and Zoom (KS1).
- At KS2, invites are sent directly to the pupils through their Teams account. At KS1, invites are sent to parents / carers through ClassDojo.
- Pupils must always join activities on 'Mute' to stop background noise.
- Participants should always face the screen.
- Appropriate clothing is expected at all times.
- Be prepared - have a pen / pencil and paper ready.
- Pupils are asked to put their hand up to talk and the teacher will ask them to respond when ready using the 'Unmute' function.
- Pupils should not change backgrounds or use special effects as it may be distracting to others.
- Participants may also use hand signals:
  - ✓ Thumbs up = yes
  - ✓ Thumbs down = no
  - ✓ Hand by ear = I can't hear
  - ✓ Raised hand = I have a question or comment
- Chat - only type comments when asked so that the teacher can concentrate.
- Pupils may choose to have video on or off.
- Once the activity is over, the teacher will ask all pupils to leave immediately and end the call.

**Remember, as with all live streaming, when you type or say something it is always there and you can't take it back. Be extremely careful of what you say and write – think before responding.**