

# **Bishop Rawstone Church of England Academy**

## **Remote Learning Students' Policy**

### ***Addendum to the School Computer Network, Internet, and Email Policy***

#### **Introduction**

As remote learning has had to become an integral part of our teaching and learning offer, we are working hard to deliver further improvements for all our students. To boost our students' engagement, and ability to understand and complete the work set remotely by their teachers, we are increasing the levels of interactivity for students by offering some 'live' lessons with their teachers. It is essential that our students strictly adhere to this policy, so that we can ensure the safety of all our students and staff at Bishop Rawstone Church of England, when using technology away from school.

This policy is designed to avoid the inappropriate use of technology in a way that could harm either students or our staff and prevent any incidents of cyber-bullying, inappropriate use or doctoring of images and videos. This policy should be read as an addendum to the existing 'School Computer Network, Internet and Email Policy' and any breaches of it will be dealt with under our school's behaviour policy.

#### **Expectations of Students**

Our Academy expects the following from Bishop Rawstone students:

- Complete all work set and submit work for feedback promptly
- Check emails, Teams and SIMS regularly and read and respond to communication from the school
- Uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school.

#### **Students must also:**

- Ensure appropriate language is used in Teams chat or emails, and that any comment is on-topic and relevant to the task in hand.
- Ensure full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
- Ensure that clothing is appropriate, following the same guidance as a normal "non-uniform" day in school and that no-one else is in the camera shot.
- Ensure communication with members of staff is through authorised channels, such as their school email accounts, learning platforms and not after 6pm in the evening, unless urgent.
- Ensure a school email address (not a personal one) is used and set up with a strong, secure password.
- Ensure their laptop/computer or device used has the latest security patches.
- Ensure any work posted is in the relevant section of Teams.
- Ensure language used with members of staff, and peers, is appropriate, polite and respectful.
- Ensure participation in live stream lessons is in those that have been pre-arranged by the school. Students should not engage in online classes that have not been organised by their teacher.
- Ensure that no recording or photographs are made of live stream lessons unless given direct written permission from the member of staff providing the lesson.
- Where possible, have a quiet, safe place for live lessons, free from any distractions. Any background should be neutral and not display anything inappropriate which may offend others.
- Ensure that microphones are muted, and video cameras turned off when joining lessons.
- Arrive to live lessons on time.