

## **Pupil expectation/code of conduct for remote learning**

- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will only take part in 'live' streaming if an adult knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and Other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- When online, 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 parent.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at Kirkburton Middle School
- I will not share any school content on social media platforms
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- When live lessons are used, I understand that this will be recorded by the teacher only in order for this to be forwarded to any pupil who missed the live lesson.
- I will continue to follow the rules regarding my use of technology as outlined in the school's ICT Acceptable User Agreement

I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent will be contacted.

When participating in an audio or video conference on Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom.

This includes:

- Be on time for your interactive session and have equipment ready
- Join the meeting with cameras and microphones off unless directed by your classroom teacher
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers. If you have a question use the hands up or the chat function
- Find a place that is quiet, safe, public and free from distractions. Please avoid using a bedroom for live lessons.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left