



# SEATON VALLEY FEDERATION OF SCHOOLS

Elsdon Avenue, Seaton Delaval, Northumberland NE25 0BP

Tel: 0191 2371505

Fax: 0191 2376891

Email: [reception@svf.org.uk](mailto:reception@svf.org.uk)

[www.svf.org.uk](http://www.svf.org.uk)

**Chair of Governors:** Susan Dungworth

**Executive Headteacher:** John Barnes

## SVF: Live Google Classrooms - Student Code of Conduct

### Attending 'live Google Classrooms' from home:

- Students should attend all 'virtual classroom' sessions scheduled if they are able to unless they are ill or have another genuine reason for absence
- A register will be taken by the teacher at the start of each 'virtual classroom' session to monitor attendance

### Behaviour during remote learning and use of 'live Google Classrooms':

- Students must always follow school behaviour expectations
- Students must always treat others with respect
- Students must not attempt to communicate with each other through the 'Chat' function or through any other Google application unless directed by the teacher
  - Students must always use appropriate language when communicating with staff via Google Classroom
  - Students must address staff with their school title in any communication and must always adhere to formal staff/student boundaries
- Students must ensure that all information they upload to Google Classroom and any messages they send during any Google Classroom session is polite, sensible and relevant
- Students must not use racist, threatening, sexist or homophobic language on any application
- Students must not upload any inappropriate images, audio or video to Google Classroom including but not limiting to that which is racist, threatening, sexist or homophobic

### Behaviour in 'live Google Classrooms':

- Students must always follow our school expectations, whether they are in the classroom or joining the 'live virtual classroom' from home
- Students will aim to be positive, adequately prepared and participate fully in any online session
- Students must treat the teacher and the other students in the lesson, with respect during any 'live virtual classroom' sessions
- Students must not take secret photos, videos or screenshots of teachers or other students • If a student is participating in a 'live virtual classroom' session from home, any other device not in use, such as a mobile phone, must be switched off and out of sight before the session • If the code of conduct is not followed appropriately, students may be removed from the 'live virtual classroom'

### Equipment and organisation for 'live Google Classrooms':

- Student webcams and microphones should be turned off before they join the 'live virtual classroom' (unless instructed differently by their class teacher). Sixth Form students should leave their webcams off unless directed otherwise by the teacher.
- Teachers will inform students if they are required to enable their microphone
- Students will choose a sensible place to work from - ideally a living room or shared space in their house, not a bedroom, and they must dress appropriately
- Students must also ensure they avoid backgrounds with personal information such as photographs

- Students will ensure that they have all necessary equipment (pen, pencil, exercise book, calculator etc.) in advance, so that they do not leave and interrupt the flow of the lesson

### **Safeguarding and online safety:**

- Google Classroom is a closed school system and students must therefore not invite any guests to join the system through the misuse of login details
- Students must not communicate with staff outside school channels e.g. they must not attempt to contact staff using their personal social media accounts, personal email addresses or phone numbers
- Students must be aware that 'live virtual classrooms' sessions follow a strict GDPR code of practice with reference to the sharing of data, images, video or other personal details
- Students, parents and carers should be mindful that they and other family members and anything in the background, might be seen or heard within the session by staff

**This Student Code of Conduct for 'live virtual lessons' applies in conjunction with the SVF Online Safety Policy which can be found on the SVF website.**

**If you have any safeguarding concerns, please ring the school directly and ask to speak to a member of the safeguarding team**

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