



## St. Joseph's Catholic Academy

### Pupil Code of Conduct Remote and Blended Learning

- I understand that I will be using Microsoft TEAMS to take part in online learning at home and at school. My parents have been sent my password to log in to Teams. I will not reveal my password to anyone.
- I understand that I cannot contact members of my class using Teams (emails have been disabled). I will use the Posts in the Class Chat section to make sensible chat with my class teacher. I will only ask curriculum and school related questions. It is not a place to share personal details and information.
- I will only use technology when there is an adult in the house, and they know I am using it.
- I understand that I should be dressed appropriately for a lesson (not nightwear) and that I am in a communal part of my home (not a bedroom).
- I understand that I should not be eating food during a live lesson.
- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible and is in line with school's normal expectations.
- 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 / responsible adult.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any videos on Microsoft Teams and other applications provided by the school. I will not to modify, re-post or otherwise tamper with a video uploaded by a member of staff. This is a breach of trust and is not permitted.
- I understand that I will have to wait until the teacher begins the lesson. I will switch off my microphone and camera unless directed otherwise by the teacher.
- I understand that my lesson will be recorded.
- I understand that I can use the hands up button to let my teacher know I would like to contribute to the lesson.
- I will listen carefully and be kind and polite. I understand I can also use the 'chat' aspect of Teams and understand that these rules apply when using it. I understand the school behaviour policy may be used if necessary.
- I understand that an adult at home may need to help me use Teams and that adults in school will also help me if I have any questions.
- 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.
- I understand that I cannot contact my teachers after 6pm or on a weekend.
- I understand and that my teachers might not get back to me immediately but will try to as soon as they can but this might be the next day.