



St Joseph's Catholic Primary School

Headteacher: Mrs Louise Bury B. Ed
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Archdiocese of
Birmingham

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Online learning Code of Conduct Academic Year 2020-2021

Key Stage One

- I will always be sensible, polite and considerate to my teachers and peers.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at St Joseph's Catholic Primary School. This includes sharing on social media platforms.
- I will not record or take photos of my peers or teachers during a 'live' Microsoft Teams session.
- I understand that when using Microsoft Teams, my teacher will record the session if they are alone.
- I will only take part in a 'live' Microsoft Teams meeting if a responsible adult is present or nearby. The teacher may wish to speak to this adult during the session.
- When interacting with a teacher during a 'live' Microsoft Team session, I will ensure my camera is on.
- I will follow the instructions given by the teacher, for example keeping my microphone muted.
- When taking part in a 'live' on Microsoft Teams, I will make sure no confidential information is in the background. For example: letters with addresses or personal family photographs.
- I will not start a live meeting with anyone except a teacher or a pre-arranged live session.
- I understand that these rules are designed to help keep me safe and that if they are not followed, my parent may be contacted, and I may be removed from the live session.

When taking part in a 'live' Microsoft Teams, remember to conduct yourself how you would in the classroom. This includes:

- Be on time for your 'live' session.
- Be fully dressed appropriately for learning.
- Listen to your teacher.
- Interact respectfully. If you are disruptive, you may be asked to leave. We would like an adult to be present or nearby to support their child with these sessions due to their age.
- You MUST NOT record each other's online interactions. If the session is recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so.





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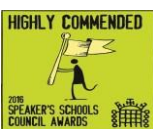


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Key Stage Two

- 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 students, teachers or others using technology is sensible, and is in relation to the content of the session.
- I will ensure that when using the chat function, I am sensible and do not post excessive, unnecessary or inappropriate messages which could undermine the teaching and learning which is taking place e.g. Using gifs or chatting to friends on a thread which is being used to discuss a lesson.
- 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 St Joseph's Catholic Primary School.
- I will not record or take photos of my peers or teachers during a Teams session.
- 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.
- I understand that these rules are designed to help keep me safe and that if they are not followed, my parent may be contacted, and I may be removed from the live session.
- I will only take part in a 'live' Teams meeting if a responsible adult knows that I am doing it.
- I understand that a live lesson may be recorded and may be shared within the year group on Teams.
- When interacting with a teacher during a lesson I will ensure my camera is on
- I will follow the instructions given by the teacher, for example keeping my microphone muted and camera switched off.
- When participating in a 'live' meeting on Microsoft Teams, I will ensure that there is no confidential information in the background (e.g. letters with addresses or personal family photographs).
- I will not start a live meeting with anyone except a teacher or a pre-arranged live lesson.

When participating in an audio or video 'live' session on Microsoft Teams, remember that this is an extension of the classroom and you and other members of your household should conduct yourself as you would when on your best behaviour in school. This includes:





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- Be on time for your interactive session if you are accessing the live content.
- Be fully dressed appropriately for learning
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers using appropriate language. If you are disruptive during a live lesson, you may be asked to leave the group and complete the lesson, and this will be followed up with your parent/guardian.
- Video conference from an environment that is quiet, safe, public and free from distractions. Try to avoid using a bedroom for video conferencing. Please think about the background as this may be visible on camera. For example, set up the camera with a neutral background such as a wall.
- Make sure you end the session as soon as the teacher indicates to do so.

