

## Guidelines for Online Learning for Years 3-6

These following guidelines are drawn together from discussions with pupils in the second half of the Autumn Term and form the basis of our agreed way of working for online learning for pupils in Years 3-6.

- During lesson times, I will:
  - only use technology for school purposes as directed by my teachers;
  - only browse, download, upload, or forward material that is related to my learning as directed by my teachers. If I come across material that may be considered offensive or illegal (accidentally or otherwise) I will report it immediately to my teacher or a parent.
- I will remember to check Everest and Teams for details of tasks set.
- I will go to the channel for the correct week to find information about any 'live' lessons and links to material that I might need for my learning.
- I will remember to check my school email account regularly for messages from teachers.
- I will be prepared for online meetings and have all necessary documents ready before the call begins.
- I will join online meetings with the camera and microphone turned off unless otherwise instructed by the teacher.
- I understand that using headphones will help to reduce background noise and might make it easier for me to hear what's going on in 'live' lessons.
- I understand that I will only switch on my camera when asked to do so by a teacher and will ensure my background and dress are appropriate as set out below.
- I understand that online meetings may be recorded and that sending inappropriate messages or 'spamming' the online chat will be dealt with according to the Behaviour Policy and School Rules.
- I will make sure my communication with students and teachers is responsible and sensible. I will only use language and make comments that are supportive of my learning and the learning and wellbeing of others.
- I will maintain the same behavioural standards as would be expected in a real classroom for example, not interrupting the teacher, writing on the whiteboard or chatting with other pupils.
- I will use the 'hands up' option during lessons to ask permission to speak; this will stop everyone talking over each other and causing too much confusion.
- I will not use Microsoft Teams to initiate calls, meetings or chats with teachers or other pupils, or continue a chat once the teacher has ended the meeting.
- I will not invite students from other classes into an online meeting for which they are not timetabled or enter an online meeting for which I am not timetabled, unless I have been invited by the teacher.
- I will end any online meeting when my teacher indicates to do so.
- I will never record (video and/or audio) or take photos of my classmates or teachers during any online interaction using either my phone or any other device or computer.
- I understand that my use of applications provided by the school will be monitored and logged and can be made available to my teachers.
- When taking part in interactive sessions, I will ensure:

- My environment is quiet, safe and free from distractions;
  - I am sat upright at a desk or table;
  - I arrive on time;
  - I am dressed appropriately for learning (eg no pyjamas);
  - I remain attentive during sessions;
  - I interact patiently and respectfully with my peers and teachers;
  - I do not eat during the lesson, nor use my phone, social media, listen to music or watch TV while the lesson is taking place;
  - I provide feedback to my teachers about my learning and make constructive suggestions.
- I understand that staff will follow up with patterns of non-attendance.
  - I will save my work regularly, in case of power failure or data loss.
  - I understand that email contact with staff is only via my school email. Staff will endeavour to reply to me within two working days.
  - I understand that these rules are designed to keep me safe and that if I do not follow them, school sanctions will be applied and my parents may be contacted.
  - I will contact my teacher by school email with any concerns about my online learning.