

Year 12 Online Lessons - Appendix A

Student live online lesson code of conduct

In order to keep your access to learning and teaching open through a difficult time and we will be providing you with lessons via the online systems.

This code of conduct outlines how we expect you to behave when you are learning online. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

1. To ensure that my studies are not disrupted because I am temporarily working away from school, I give permission for my school email to be used by my teachers for teaching and learning purposes.
2. I will treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
3. I will ensure my parent/carer is aware of when the live online lessons are taking place.
4. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
5. I will choose a sensible place to work from – ideally a living room - and I will dress appropriately for my lessons as I would do at school.
6. I will make sure that I have all the tools I need in advance, so that I do not have to leave my desk and interrupt the flow of the lesson.
7. I will be at my online lesson on time.
8. I will complete exercises as directed by my teacher and upload completed work to meet the deadlines set by my teacher.
9. I understand that my online lessons may be monitored by senior leaders from the school.
10. I understand that MS Teams is a closed school system open to me through the school's network and is limited to me, the staff and my fellow students. I should not invite any guests from outside the school to join the system through the use of my login details.
11. I will not under any circumstances provide my login details to anyone else. The system is fully secured and my activity on the system can be monitored.
12. I will be careful when opening and sharing files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
13. I will not share my or others' personal information that can be used to identify me, other students or my teachers on any online space, unless a trusted adult has given permission or reviewed the site.
14. I will never take secret photos, recordings or videos of teachers or other students.
15. I understand that all online lessons will be recorded in order to protect me and the teacher.
16. I understand that there may be two teachers present in the lesson in order to protect me and the lead teacher.
17. I will join the lessons at the times I have been given and if I am unable to join the session for any reason e.g. through ill health, I will let my teacher know in advance.

Agreement form

I agree to my son/daughter taking part in online lessons.

Yes/No

My son/daughter has read and understand the online lessons code of conduct and agrees to them.

Yes/No