



## Code of Conduct

### Being Online: Guidance for Pupils & Parents

#### Pupils Code of Conduct

When using Zoom pupils should always remember to be **polite** and **respectful** when communicating with others.

- Work on Zoom as you would in the classroom **respectfully** and **sensibly**
- Keep your **microphone on mute** except when asked to speak and cameras turned off
- If you experience an incident where someone has been disrespectful, **report it immediately** to your class teacher
- You should **inform an adult** if you see anything online that makes you feel uncomfortable
- You should not share or upload anything **which is inappropriate** or could upset others
- You should only contact you teacher through the chat if you have a **question related to your learning**
- You **should not share your password** with others
- When logging into Zoom, please make sure you log in with your child's name, so we know who is attending
- No eating or drinking during the lessons

#### Parent Guidelines

- Parents should provide suitable supervision to their children when accessing school work at home
- Please ensure that children are prompt to each lesson so as not to disrupt the learning
- Parent should not use the pupil account to contact teachers

#### What to expect from the school and the staff

- Staff will not start any online session until more than two children are in the lobby
- Staff will end any online session for all pupils before leaving
- If it is clear that a child is being unkind or shared inappropriate content they will be given a warning.
- If their behaviour continues then their access will be restricted with work being sent home by other means.