



Code of Conduct

BEING ONLINE: Guidance for Pupils & Parents

PUPILS CODE OF CONDUCT

When using the **Microsoft** account in applications like Microsoft Office and Teams pupils should always remember to **be polite and respectful** when communicating with others.

- ✓ Work on Teams as you would in the classroom – **respectfully and sensibly**.
- ✓ Keep your **microphone on mute** except when asked to speak.
- ✓ If you experience an incident where someone has been unkind or disrespectful to you, **report it immediately** to your class teacher – ideally with a screenshot.
- ✓ 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 your teacher through the chat if you have a **question related to your learning**.
- ✓ You **should not share your password** with others or use other pupils accounts.
- ✓ You should **not delete or open** other people's files or documents.

PARENTS GUIDELINES

- ✓ Parents should not use the pupils account to contact teachers
- ✓ Parents should provide suitable supervision to their children when accessing schoolwork at home

WHAT TO EXPECT FROM THE SCHOOL AND THE STAFF

- ✓ Staff will not start any online session until more than 2 children are in the lobby
- ✓ Staff will end any online session for all pupils before leaving
- ✓ If it is clear a child has been unkind to another child or shared inappropriate content, they will be given a warning and their parents will be contacted.
- ✓ If their behaviour continues then they will have their access restricted and potentially removed, with work being sent home by another means.
- ✓ The school reserves the right to log on to an account to check the activity of a pupil to help resolve any problem.