

Padiham Green Church of England Primary School

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Code of Conduct for Remote Learning

This code of conduct outlines what we expect of pupils and parents/carers during remote learning. Much of this echoes our expectations of pupils in lessons when in school and all of it is designed to help pupils gain the most benefit from online learning.

Parents/Carers must read the following information and then complete the form below to confirm they agree to this code of conduct. Padiham Green CE Primary School or its staff will not be held responsible for any incidents that occur if the code of conduct has not been followed.

- Myself and my parents/carers, will check the school website regularly to keep track of online sessions (if they are to be used in the future) and learning.
- I understand that my teacher will only be available between 9am and 3.00pm.
- I understand that I can still send my work through to my teacher after 3.00pm, but my teacher may not be able to respond until the next school day.
- I will complete my remote learning daily and provide my work to my teacher where it is possible.
- I will only use the school website, Zoom, YouTube, Microsoft Teams and other websites or platforms as directed by the teacher and will only upload material that is related to my learning.
- I will not use the school website, Zoom or Microsoft Teams to communicate with anyone other than my class teacher and ONLY when directed to do so by my teacher during live sessions.
- My parent/carer will supervise my use of the internet whilst completing my remote learning and I understand that I must not open or view any other YouTube videos which may appear during or after I've watched the video my teacher has asked me to watch.
- During any live sessions, my parent/carer must be present in the room or in the next room with the door open so they can see and hear everything that is happening during the live session. My parent/carer must be present at the beginning and the end of my online sessions if they are not required to be present throughout.
- Children should not be eating during any Zoom sessions as this would not take place during a lesson in school.
- **The same behaviour expectations that are set within a classroom apply to the Zoom and fall within the remit of our normal Behaviour Policy (for example, we would expect children to sit still and do their best to focus).**
- I understand that any live sessions will be recorded by my teacher for safeguarding purposes.
- I will not take photos of my screen or record online interactions in any way (including the website, Zoom and Microsoft Teams).
- I will make sure that my communication in the online learning environment (school website or Zoom) is always supportive of my learning and the learning and wellbeing of others.
- If taking part in a live session I will make sure that...
 - my environment is quiet and free from distractions
 - the background (and foreground) is appropriate and as neutral as possible (please be mindful of what is visible behind you/in front of you)
 - I am appropriately dressed (**no pyjamas!**)
 - I remain attentive
 - I communicate in a courteous way at all times to both teachers and fellow pupils
 - I will mute my sound until requested otherwise
- Children should not unmute themselves unless asked by the teacher. Please be aware that conversations at home can be heard.