

REMOTE LEARNING - STUDENT CODE OF CONDUCT

Remote learning is where the **student** and the **teacher** are not physically present in a traditional classroom environment. Information is relayed through technology, such as discussion boards, video conferencing, and online assessments. This ensures that all students get the best chance of learning whilst not physically in school. As with expected behaviour standards in a classroom, students are also expected to display appropriate behaviour whilst learning remotely. The following codes of conduct will apply during remote learning. It is important to note that the School's Behaviour and Rewards policy is still applicable during this time.

Students should:

- Download and use Google Chrome on desktop/laptop computers to access Google Classroom.
- On iPads, download Google Classroom, Google Drive, Google Docs, Google Slides and Google Hangouts Meet.
- Use their iPad and school email address every morning at 8:30am to check for any new messages at the start of the school day.
- Log in to Google Classroom using their school email address and password every lesson at the usual time according to your timetable and remain attentive during the live lesson. Failure to complete work or attend live lessons will result in your form tutor and parents being informed.
- Do the work as set by subject teachers in the times lesson would have been taught if lessons were happening in school as normal.
- When submitting work, follow your teacher's instructions e.g. use either a Google Doc, Google Slides, a PDF or a photo - try to avoid using Keynote and Pages for submitting work.
- End the session as soon as the teacher indicates you to do so.

Students should not:

- Share their passwords other than with parents/guardians - if asked.
- Take part in 'live' streaming unless an adult knows that you are doing this.
- Record the lesson, take photos of classmates or teachers during a remote learning session or screenshot content from the lesson. The teacher may record the live lesson in the event that this may need to be forwarded to a student who may have missed the lesson.
- Remove or mute other students in a video-stream.
- Comment on a classrooms stream unless asked to do so by a teacher.
- Use any other person's work or copy and paste information that is not your own.
- Host their own Google Meet.
- Share content from Google Classroom or Google Meet on social media or with any other person who is not a pupil or member of staff at Pleckgate High School.

Rules and Etiquette

- Be mindful of safeguarding and continue to follow Pleckgate High School rules on the use of school equipment.
- Ensure that the environment you are learning in is quiet, safe and free from distractions. Avoid using your bedroom for remote learning.
- Understand that all applications provided by Pleckgate High School and used by you can be monitored and logged and made available to your teachers. Do not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If you accidentally come across any such material, you should report this immediately to your teacher or parent.
- Always follow the instructions of the teacher, particularly when using video-streaming;
- Always be polite and honest when sending messages to other students or teachers and do not use bad language in a message or video-stream.
- Always tell a teacher if you see, hear or read anything which makes you feel uncomfortable while using the internet.
- When in a video-streaming lesson, be mindful of others by turning off your microphone and video at the beginning of the lesson, and only switching on your microphone to ask a question or use the chat function depending on how your teacher has advised questions are posed.
- If you need to contact a teacher, use email in the first instance, but be aware that teachers might not be able to respond for a while.
- Use school technology and equipment for school purposes only and as directed by your teacher.
- Only use Google Meet during school hours.