



Code of Conduct

BEING ONLINE: Guidance for Pupils & Parents Horsley & Mapperley

PUPIL 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**.
- ✓ You will only take part in 'live' streaming, if an adult at home knows you are doing it.
- ✓ You will not record or take photos of your classmates or teachers during a session.
- ✓ No virtual backgrounds please.
- ✓ You should not be eating during live sessions or have phones at hand.
- ✓ You must be fully dressed- e.g. no pyjamas (no need for school uniform)
- ✓ Cameras must be on.
- ✓ 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.
- ✓ 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 must not share your password with others or use other pupils' accounts.
 - ✓ You should not delete or open other people's files or documents.
- ✓ You understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to your teachers.

PARENTS' GUIDELINES

- ✓ Parents must not use their children's account to contact teachers.
- ✓ Parents can be present in the room but not on screen.
- ✓ Parents should provide suitable supervision to their children when accessing schoolwork at home.
- ✓ Sessions should not be recorded by parents on any device or shared, but will be recorded by school for safeguarding reasons.
- ✓ All Teams live sessions should take place in a living space (not a bedroom).

WHAT TO EXPECT FROM THE SCHOOL & 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 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.

