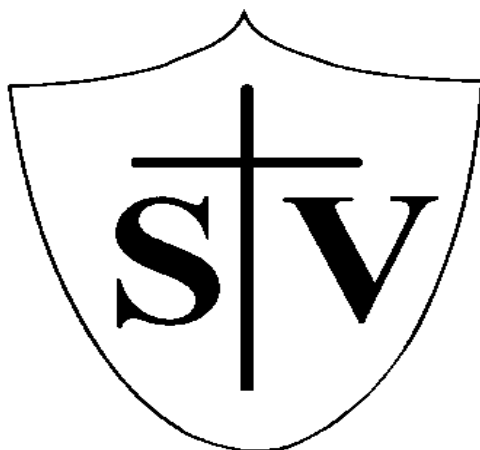


St Vincent's Catholic Primary School



Code of Conduct

Approved by:

Governing Body

Date: 15th October 2020

Last reviewed on:

15th October 2020

Next review due by:

Code of Conduct for Pupils during Online Sessions on Remote Working Platforms

This code of conduct outlines what we expect of pupils during online sessions. 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.

- I will only use google classroom and my school email for the purposes of online learning and will only browse, download, upload or forward material that is related to my learning and as directed by my teachers
- I will not use my school email to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so
- I will check my google classroom regularly, with the help of my parent or carer, to keep track of online sessions and learning
- During live online sessions my parent/carer will be in the vicinity, either in the room or a nearby room, with the door open
- I understand that online sessions will be recorded but that the recordings will never be made public
- I will not take photos of my screen or record online interactions in any way.

The remote lessons are intended only for me and I will not share them with anyone. This includes members of my family or friends

- I will make sure that my communication in the online learning environment is always supportive of my learning and the learning and wellbeing of others
- When taking part in an online sessions I will make sure that my environment is quiet and free from distractions
- I am suitably dressed
- I remain attentive
- I communicate in a courteous way at all times to both teachers and fellow pupils. (Remember what we always say about social media, when you type something, 'it's always there and you can't take it back'. So be careful of what you say and write)

When participating in an audio or video conference on any video conferencing system, remember that this is an extension of the classroom and you should conduct yourself as you would when in a classroom.

Code of Conduct for Parents during Online Sessions on Remote Working Platforms

This Code of Conduct outlines expectations and etiquette for Parents to follow during online lessons. This is designed within the usual home-school cooperation that we have built at St Vincent's School.

- I will only use google classroom and my school email for the purposes of online learning. Any communication with the teachers outside the lessons will be via the school email general.post@st-vincent's.bromley.sch.uk
- I will ensure that my child/ren finish the lessons when directed by their teachers.
- I will check Google classroom regularly with the aim to support my child/ren learning
- During live online sessions I will be in the vicinity to ensure safeguarding. I will not take part in the live sessions and respect the privacy of the conversations between the teachers and the class
- I understand that some of the teaching sessions will be pre-recorded but I will not share the recordings and/or make them public. This includes not sharing with members of my family or friends
- I will not take photos of my screen or record online interactions in any way
- I will not use the lessons to judge any teacher's professionalism and if I have any concerns I can bring them to the Headteacher