

Student Expectations/Code of Conduct for Remote Learning

Rules for Remote Learning Lessons

- I will only use school technology for school purposes as directed by my teacher.
- I will only take part in 'live' streaming if an adult knows that I am doing it. I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and Other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is courteous, responsible and sensible.
- 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.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal.
- I will not share resources or videos created by my teachers with anyone who is not a student or member of staff at CELC.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any school content on social media platforms.
- I 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 my teachers.
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.
- I will continue to follow the rules regarding my use of technology as outlined in the school's Pupil Acceptable User Agreement which can be found on the CELC Website.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

When participating in an audio or video conference on Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom.

This includes:

- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers
- Provide feedback to teachers about your experiences and any relevant suggestions
- Video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

General Rules and Guidelines

1. It is strongly recommended that you follow the school timetable as far as possible.
2. Please complete tasks as they are set for each lesson. Teachers will aim to be available to answer questions. This will be through the VLE.
3. As soon as you have completed each task please submit your work.
4. Failure to complete your work will result in your keyworker and parents informed.

Parent/Carer Responsibilities

- Will provide a distraction-free learning environment.
- Will ensure students attend lessons at the timetabled time.
- Supervise and monitor their child's progress throughout the duration of remote learning.
- Support Academic Integrity.
- Encourage their child to manage their time in an effective way.
- Communicate with their keyworker concerns about the child's performance or behaviour.