



Thornaby Church of England Primary School Code of Conduct for Pupils for 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 Teams class 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 Teams class regularly, with the help of my parent or carer, to keep track of online sessions and learning.
- During any 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.
- If I miss the live session I will watch the recording to ensure I understand what learning I need to do.
- I will not take photos of my screen or record online interactions in any way.
- 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
 - the background (and foreground) is appropriate (Be mindful of what is visible behind you/in front of you)
 - I am suitably dressed.
 - I remain attentive.
 - My microphone is turned off unless I am asked to do otherwise.
 - 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)
- I will upload my work daily for my teacher.
- If I have a problem either I or my parents will message my teacher via Teams or email.