



## **Remote learning protocols for pupils and parents**

When we are all together online as a group, it is going to be really important that we know how we will behave in the sessions so that we can all learn effectively.

Listed below are our behaviour expectations when engaging with home learning.

- You follow our school behaviour policy and be respectful to everyone in the group just like you would be at school.
- All your communication with students, teachers or others using technology is responsible and sensible.
- Videos created by your teacher will not be shared with anyone who is not a pupil or member of staff at our school.
- You will not record or take photos of your classmates or teachers during group sessions.
- You will not share any school content on social media platforms
- You understand when using Microsoft Teams and other applications provided by the school that your use can be monitored and logged and can be made available to your teachers
- You understand that these rules are designed to help keep you safe and that if they are not followed, school sanctions will be applied and your parent may be contacted

When joining a group chat, please ensure that:

- Your camera is switched on
- Your microphone is muted
- You have either a 'blurred' background or select an appropriate alternative background from the Teams gallery of background options (see graphic below for further guidance)
- You unmute your microphone when you need to speak and then mute again once finished (sometimes the teacher may have control of this and may keep everyone muted until they ask for contributions. They will then 'unmute' you to enable you to join in the conversation.
- You use the 'hands up' and 'chat functions' to interact with your teacher (see graphic below)



- You dress appropriately for learning (e.g. no pyjamas)
- You video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.

Prior to hitting the “join now” button, students should ensure that their camera is switched on and their microphone is muted. They can unmute their microphone in the lesson if they need to make a verbal contribution.

Prior to hitting the “join now” button, students should also ensure that they have either “blurred” their background or selected an appropriate alternative background from the *Teams* gallery of background options.

Once inside the live lesson the toolbar below will be located in the top-right corner of the student’s screen and will contain the main functions that they will require during the course of a lesson...

Students can unmute their microphone when they need to make a verbal contribution and mute it again once they have finished.

The “chat” function can be used by students to ask and answer questions in written form. Anything that is written in the chat bar will be visible to the whole class.

The “hands up” function can be used by students to let the teacher know they would like to make a verbal contribution, just like they would in a real classroom.