



REMOTE LEARNING - CODE OF CONDUCT FOR STUDENTS & PARENTS/CARERS

Students are expected to use the computing resources and network systems in a responsible manner. Full guidance can be found on Page 8-9 of the student planner 2020-21.

KEY REMINDERS

Students will:

- Only use college technology for college purposes as directed by teaching staff
- Not reveal passwords to anyone else
- Be responsible for behaviour and actions when online – including resources accessed and language used in 'chat' functions or emails
- Not deliberately browse, download, upload or forward material that could be offensive or illegal
- Not share resources, images or videos created by teaching staff with anyone outside the college community
- Not record, take screen shots or take photos of individuals in 'live' lessons
- Understand that use of Microsoft Teams and other applications may be monitored and logged
- Understand that this code of conduct is designed to keep students safe and if they are not followed, college sanctions will be applied

STUDENT EXPECTATIONS USING MICROSOFT TEAMS

Students will:

- Be on time for 'live' lessons – generally following a planned timetable
- Be equipped with usual classroom equipment (pen, paper, pencil, ruler, calculator)
- Attempt to be in a quiet space where there are few distractions
- Ensure the camera function is off
- Ensure the microphone function is off – during the lesson, switch on only if directed to do by teaching staff
- Use the 'chat' feature to respond to questions from the teacher and not to type comments to other students in the lesson
- Remain attentive during the lesson and interact politely and patiently with the teacher
- Leave the 'live' lesson as soon as directed by the teacher
- Complete and submit any tasks set following the deadlines set by the teacher
- Understand that in occasional circumstances the lesson may be recorded for catch-up purposes and they will be made aware of this
- Understand that when participating in a 'live' lesson, this is an extension of the normal classroom and students should conduct themselves accordingly

PARENTAL SUPPORT

To support this, parents/carers will:

- Ensure their child is ready and prepared for the Teams lessons (either 'live' or assignment based)
- Discuss the above expectations with their child
- Contact the college if there are any issues with technology
- Understand that remote learning is an evolving teaching mode for families and teachers