**Russell Lower School Parent code of conduct for remote leaning**

**When supporting child with remote learning parents should:**

* Familiarise themselves with this policy
* Be aware that all sessions will be recorded from start to finish
* **Be aware that your child will be requested at some point to turn their camera on in order to help use safeguard all children**
* Support all learning tasks as appropriate and monitor their child’s online activity.
* Communicate with teachers when a problem occurs during the tasks allocated.
* Provide the tools needed to complete online learning as far as possible e.g. computer or iPad, internet connection.
* Communicate with the class teacher, phase leader, pastoral support team or SLT if there is a concern with the health and wellbeing of the pupil.
* Check e-mail regularly to ensure all communication is read and responded to as needed.

**Russell Lower School Pupil code of conduct for remote leaning**

**When using Loom/YouTube/Zoom/Google Meet pupils should:**

* Dress appropriately for learning (no pajamas or offensive clothing)
* Follow the link to view a Loom/YouTube lesson or participate in a Zoom/Google Meet session. These links must not be shared with others.
* Not go to www.zoom.us to create a personal account. You should only join a Zoom session as a participant through the School Subscriber’s account. You do not need your own account to join classes through links sent by staff
* Treat remote learning the same as classroom learning: the same behaviour will be expected as in school
* Use classroom language, avoiding ‘text speak’ and ensure you are polite and courteous at all times.
* Only use remote learning resources for school work or communication not social interactions
* Use the comments option or contact teachers by class e-mail if there are any problems or questions.
* Not share sensitive information with others.
* Not take screenshots or attempt to take photographs/videos of the learning environment or people within it
* Contact a teacher or responsible adult if you are concerned about something linked to remote learning.
* Make sure you remain muted with your camera on/off as directed by your teacher
* Not ‘comment’ on anyone else’s behalf or submit work on anyone else’s behalf
* Let your adult at home know if you have any problems or concerns
* Ask questions using the chat function, when invited to by your teacher or through your adult using the school email
* Use the raise hand function (if available) to ask a question

