**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
* Ensure your child’s camera is off and remains off if you have not consented to them being in videos for use within school
* 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 amongst pupils.
* Not go to www.zoom.us to create an account. They should only be joining Zoom meeting sessions as participants (not separate account holders) through the School Subscriber’s account. Pupils do not need their 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 that they 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 they 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

