



Remote Learning Code of Conduct

Pupils and staff of The King's (The Cathedral) School treat one another with respect and courtesy. Every member of the School should act in a responsible, polite, sensible manner, having respect for all other people. This means that pupils should:

- Be responsible for their behaviour and actions when using technology, this includes the resources they access and the language they use.
- Make sure that all their communication with students, teachers or others using technology is sensible, and is in relation to the content of the session.
- Not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If they accidentally come across any such material, they will report it immediately to their teacher or their parent.
- Not share resources or videos created by their teachers with anyone who is not a pupil or member of staff at The King's (The Cathedral) School.
- Not record or take photos of their peers or teachers during a Microsoft Teams (or any other application) session.
- Not share any School content on social media platforms.
- Understand that when using Microsoft Teams and other applications provided by the School that their use can be monitored.
- Understand that these rules are designed to help keep them safe and that if they are not followed, their parent may be contacted and they may be removed from the live session.
- They will only take part in 'live' streaming if a responsible adult knows that they are doing it and is at home to supervise. (For pupils in the Junior Department).
- Follow the instructions given by the teacher, for example keeping their microphone muted and camera switched off.
- When participating in a video conference on Microsoft Teams (or any other application), they will ensure that there is no confidential information in the background (e.g. letters with addresses or personal family photographs).
- When participating in an audio or video session on Microsoft Teams (or any other application), remember that this is an extension of the classroom and they and other members of their household should conduct themselves as they would when on their best behaviour in School.

This includes:

- Being on time for their interactive session if they are accessing the live content.
- Being fully dressed appropriately for learning
- Remaining attentive during sessions
- Interacting patiently and respectfully with their teachers and peers using appropriate language
- If they are disruptive during a live lesson, they may be asked to leave the group and complete the lesson, and this will be followed up with their parent/guardian.
- Video conferencing from an environment that is quiet, safe and free from distractions. Try to avoid using a bedroom for video conferencing. Please think about the background as this may be visible on camera. For example, set up the camera with a neutral background such as a wall.
- They **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Making sure they end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.