



# REMOTE LEARNING CODE OF CONDUCT

## *for Children & Families*

This Code of Conduct outlines what we expect of children and parents/carers during remote learning sessions. Much of this echoes our expectations of children in lessons when in school and all of it is designed to help children gain the most benefit from online learning.

Parents/carers must read the following information. The Kite Academy Trust cannot be held responsible for any incidents that occur if this Code of Conduct has not been followed:

- With my family, I will check my communication from school every weekday to keep track of my learning and know when to meet my class online
- I understand that my teacher is available on school days between 8:00am and 4:00pm but will have dedicated times within this for responding to those at home
- I will only use my school's communication system (e.g. Tapestry, See-Saw) and Microsoft Teams as directed by my Teacher and will only share things that are related to my learning
- I understand that my Parent/Carer is responsible for my Class Catch-Up link for Teams
- I will only use the Teams link to communicate with my Teacher in school time and ONLY when directed to do so by my Teacher during live sessions
- I will not use the Teams link to try and create groups, have calls/private chats or start meetings. I will end Teams sessions when the teacher tells me to do so
- During any live sessions, my parent/carer must be in the room with me or in the next room with the door open so they can see and hear everything that is happening during the live session
- I will not take photos of my screen or record online interactions in any way
- It is my responsibility to behave appropriately on online learning. This will support my learning and that of others. We all have the right to learn and enjoy learning online
- To keep myself and others safe, I will not share my account details or Teams links with anyone else

When taking part in a live session I will make sure that:

- My space at home is quiet and I can manage my distractions
- I will enter the session with my microphone muted and my camera on.
- I check what is behind and in front of me because this can be seen by others – plain is best
- I am appropriately dressed
- I stay focused and remember my learning behaviours
- I am polite at all times to both teachers and other children while being an active listener

**Please remember what we always say about social media - when you type something, 'it is always there and you cannot take it back'. So be mindful of what you say and write on ALL of our online learning platforms.**

