Code of Conduct for Google Classroom Lessons and Remote Learning

As part of our remote learning policy, St. Joseph's Catholic Primary School will provide at least three live lessons per day using the Google Classroom. These lessons will be further supported through follow up activities, resources, videos and websites that the children can use to enhance their learning. We would encourage all children to participate in these sessions however we understand that at times this cannot be achieved and therefore will post recordings of lessons as appropriate.

This Code of Conduct policy has been designed to ensure that all staff, pupils and parents/carers agree to follow the safeguarding procedures and rules that have been put in place to ensure the safety of all our pupils during these sessions.

We would ask all stakeholders to familiarise themselves with this Code of Conduct and in particular would ask parents to discuss these with their child/children regularly during periods of remote learning. As pupils are primary age, we would ask that a parent/carer is available to support their child/children for these sessions to support as appropriate. Parents/ carers are not required to be visible on camera during these sessions but should remain within the proximity.

Code of Conduct for Staff:

- A weekly timetable should be made available at the start of each week with an overview of live lesson times.
- The member of staff, usually the Class Teacher (CT) must be prompt to the lesson to ensure they have sufficient time to enable the 'meet' and must join the meeting first and wait for others to attend.
- CT must be the last person to exit the meet and should then disable the meet code so that children no longer have access to the meet via the stream.
- Where possible, CT should be in a room away from family members with no background distractions (music, TV etc..). Where backgrounds are distracting, staff will blank/blur their backgrounds or use a virtual image.
- CT microphone and cameras must be on for the duration of the session.
- CT should maintain a professional approach at all times including the sharing of personal information and dressing appropriately, in line with existing school policy.
- CT will direct children to put their cameras on/ mute/unmute and review the use of the 'chat' as necessary.
- CT will try to remain to the allocated timings.
- CT will remind pupils the children to refresh their page after each live lesson and change the Google Meet classroom code as appropriate to avoid children being able to access the meet without them.
- CT will continue to follow the school's safeguarding policy and where there are concerns regarding a pupil/parent they will report this to a member of the Senior Leadership Team (SLT)/Family Workers (FWs) and record on CPOMS at the earliest convenience.
- All safeguarding concerns must be reported to the Designated Safeguarding Lead (DSL): Mrs. Maureen Murphy or when not available Mrs. Anneka Stockdale, Mrs. Sinead Killian or Miss Paula Crummey, in line with the school Safeguarding Policy.

Code of Conduct for Pupils:

The following set of rules are designed to keep all pupils safe during Google Classroom Lessons and Remote Learning.

Using Pupil Emails:

- Pupils will only use emails to send and receive emails from class teacher about online lessons. This is not to be used to send messages to their peers.
- Pupils will keep their password to themselves and may only share this with their parent/carer(s).
- Pupils will follow the schools Acceptable User Policy and be responsible for their own actions and behaviour whilst using technology and learning online.

<u>Using Google Meet:</u>

- Pupils will only use Google Meet as directed by their teacher for live lessons.
- As far as possible, pupils will be in a quiet room, free from distractions.
- Pupils will mute/unmute/use the chat and enable and disable their camera as directed by their teacher.
- Pupils will not eat during the live lessons and will try to be still and listen. They may have access to a drink but this should be within reach.
- Pupils should aim to use the toilet before/after live sessions to avoid having to leave the session.
- Pupils do not need to wear their school uniform but must be dressed appropriately.
- Pupils must be ready to start their lessons promptly and have all the resources they will need with them.
- Pupils will not record lessons or take screen shots of the lesson and should not send photographs or make comments on lessons on any social media platform.
- Pupils must follow the school's Behaviour Policy at all times. Behaviour reminders will be given and if this continues to escalate this will be reported to a member of SLT which may result in a pupil being removed from their lessons.
- Pupils are expected to complete and return work that is set within the given timeframe.

Code of Conduct for Parents:

- Parents/carers agree to set up their child's email account and discuss the Code of Conduct with them.
- Parents/carers will ensure that their child/ren is ready for the lesson and has the equipment they need.
- Parents/carers will try to ensure that their child/ren have somewhere quiet to work without distractions.
- Parents/carers will ensure their child/ren listens to their class teacher and follows their instructions.
- Parents/carers will regularly check their child's classwork to ensure work has been submitted to the teacher.
- Parents/carers will oversee the lessons but not participate or engage with other parents or children in the class.
- Parents/carers will not record or take screen shots of lessons and upload to social media platforms.
- Parents/carers will not intervene if the teacher is giving behaviour reminders to their own child/ren or any other child in the class.
- Parents/carers will ensure that once their child/ren has finished their lesson they refresh the page.
- Parents/carers will make contact with the class teacher if there are any difficulties which prevents their child/ren from attending live lessons or submitting work.