



St Gerard's Catholic Primary School

"Guided by God, St Gerard's Catholic Primary and Nursery School is an inspiring and aspirational community where we learn to love, hope, dream and achieve."

Online Remote Learning Responsible User Agreement Remote Learning Code of Conduct

This code of conduct outlines what we expect of children, siblings and parents/carers during remote learning. 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 and then when logging on to any of the school's platforms for learning this confirms they agree to this code of conduct. St Gerard's will not be held responsible for any incidents that occur if the code of conduct has not been followed.

- Myself and my parents/carers, will check my Dojo and Seesaw at least daily to keep track of online sessions and learning.
- I will only use technology provided by school for school purposes as directed by my teacher.
- I will not reveal my passwords to anyone other than my parent/carer.
- Myself and my parents/carer understand that my teacher will only be available to give live feedback or take calls between 9:00am and 3:00pm.
- I will only use Seesaw, Dojo and Teams as directed by the teaching staff and will only upload material that is related to my learning.
- I will not take photos of my screen or record videos or interactions in any way (on all digital platforms – Dojo, Parent App, Seesaw, Teams or Twitter).
- I will make sure that my communication in the online learning environment (Dojo, Seesaw, TT Rockstars, Twitter, Email and Teams) is always supportive of my learning and the learning and wellbeing of others.
- I will be responsible for my behaviour and actions when using Dojo, Seesaw, Twitter or Microsoft Teams, this includes the resources I access and the language I use.
- I understand that my parent/carer is responsible for logging into Teams and the meeting details if required.
- During any live sessions, my parent/carer must be present in the room or in the next room with the door open so they can see and hear everything that is happening during the live session.
- If taking part in a live sessions I will make sure that...
 - my environment is quiet and free from distractions
 - the background (and foreground) is appropriate and as neutral as possible (please be mindful of what is visible behind you/in front of you)
 - I am appropriately dressed
 - I remain attentive

- Any live sessions will be recorded by the class teacher for safeguarding purposes.
- When accessing live sessions -just like in class, I will use the 'hands up' button when I want to speak and will try not to talk over anyone else – the teacher will be able to mute you anytime they like!
- The teacher reserves the right to remove you from the session or digital learning if they see/hear anything that does not follow the Remote Learning Code of Conduct.
- I will make sure that all my communication with peers, teachers or others using technology is responsible and sensible. I will be respectful as I would within the classroom.
- I will not deliberately browse, download, upload or forward material that I should not be viewing. If I accidentally come across any such material, I will report it immediately to my teacher or my parent/guardian/carer.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at St. Gerard's Primary School.
- I will not record or take photos of my classmates or teachers
- I will not share any school content on social media platforms.
- I will not share personal details about myself, my family or others I know on any platforms.
- I understand that when using the online platforms provided by the school that my use can be monitored and logged and can be made available to my teachers.
- If audio/video conferencing is used, I understand that this will be recorded by the teacher only to share with pupils to be able to continue to learn outside of the time of the lesson itself.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parents will be contacted.

By logging your child on to the learning platform or live session, you are agreeing to the Remote Learning Code of Conduct and the rules and guidelines set out by your child's class teacher.

Remember when using any form of social media, when you type something, 'it's always there and you can't take it back'. So be careful of what you say and write on ALL of our online learning platforms.

All material recorded by school staff, is the property of St. Gerard's Primary School and is not to be shared, downloaded or saved by anyone other than a member of St. Gerard's Primary School staff. You MUST NOT record each other online. When the **live meeting is recorded, this can only be done by the teacher.** (Make sure you end the live session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.)

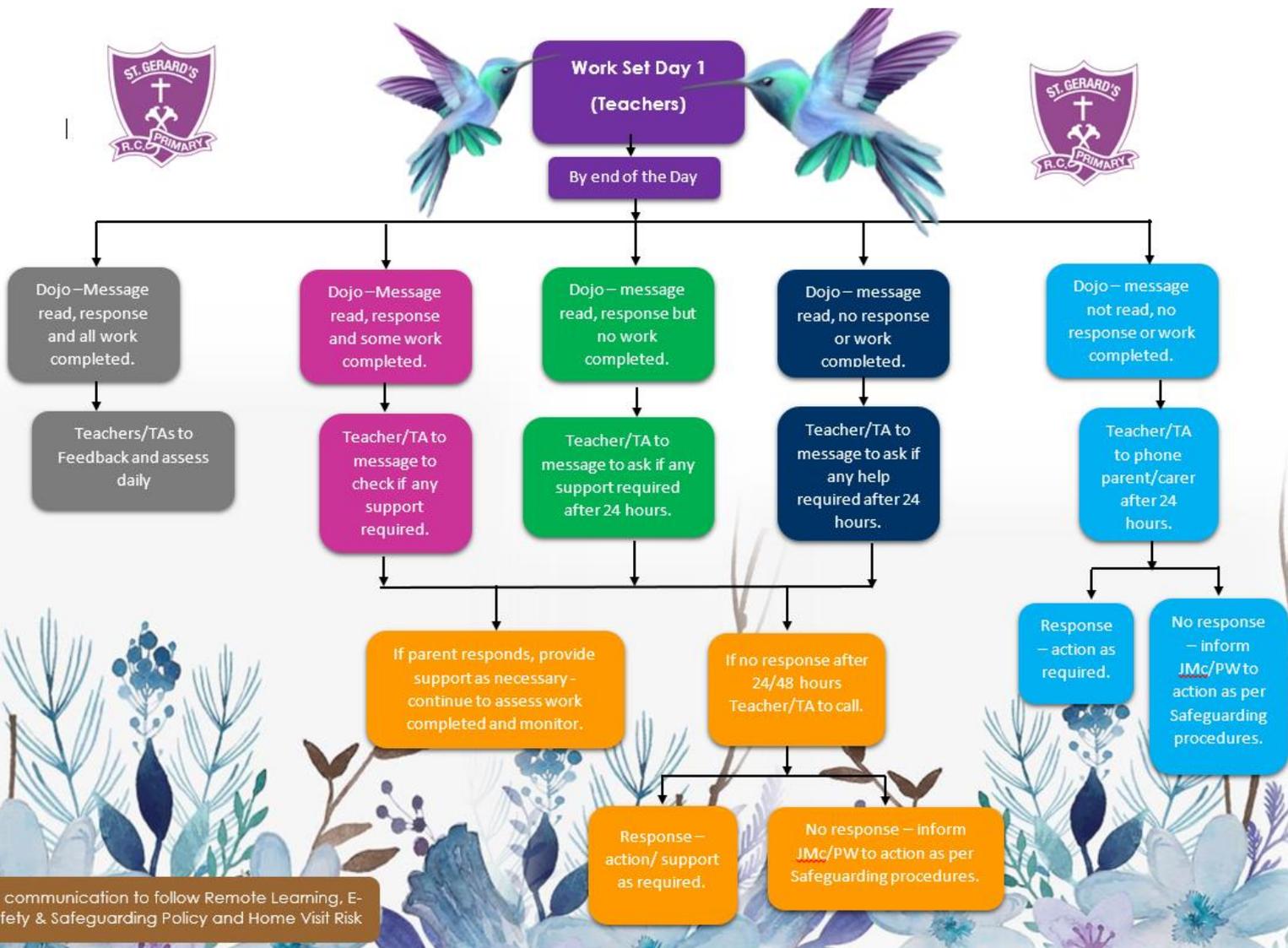
General Rules and Guidelines

- It is recommended that you follow the school timetable each day as far as possible.
- Please complete tasks as they are set for each lesson. Teachers will be available at the times when they would normally be teaching you in order to answer questions and give feedback via the school's online platform.
- If possible, upload any work onto Seesaw or Dojo as soon as you complete it so your teacher can provide feedback.

Parental Support

- Ensure an adult is available to support with any technical issues.
- Check parental controls on the device.
- Discuss e-safety principles with your child – there are various links to information and advice on the Remote learning page of the school website
- Report any concerns to school immediately.
- Please encourage children to access remote learning at the correct times.
- Please encourage children to show respect through their comments and behaviour when learning remotely.
- To be aware that **live meetings may be recorded by the teacher.**
- To be aware that **only the teacher is allowed to share recorded live activities or lessons.**
- If you need to contact the teacher about something urgent then please use the class Dojo or Seesaw or contact the school office.

Please see the flow chart of "Securing Engagement of Remote Learning".



All communication to follow Remote Learning, E-Safety & Safeguarding Policy and Home Visit Risk