



St. Mary's Catholic Primary School

Pupil Code of Conduct for Remote Learning on Microsoft Teams

This code of conduct outlines what we expect of pupils and parents/carers during Microsoft Teams lessons, in order to help pupils achieve the most from remote learning.

As a pupil of St. Marys:

- I will only use the Microsoft Teams technology for school purposes as directed by my teacher.
- My parents/carers will check regularly to keep track of my live lessons and learning.
- I will be responsible for my behaviour and actions when using this technology and this will include the resources I access and the language I use.
- I will not use my Microsoft Teams login details to communicate with anyone other than my class teacher and ONLY when directed to do so by my teacher during live lessons.
- I will only join live lessons when asked to do so by my teacher and will also leave when asked to do so by them.
- I will NOT share any school content on social media platforms.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged, and can be made available to my teachers.
- During live lessons my parent/carer will be present in the room or nearby where they can see and hear everything that is happening during the lesson.
- I will not take pictures of my screen or record any online interactions in any way.
- I will make sure that my communication in the online learning environment is always supportive of my learning and the wellbeing of others.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

During live lessons I will make sure that...

- My environment is quiet and free from distractions
- I keep my microphone and camera off until told to turn them on by the teacher
- I am in a public place in my house during my lesson (avoid bedrooms)
- I am dressed appropriately (e.g. no pyjamas)
- I will not eat during lessons
- I remain attentive as I would in class
- I will not be using other devices during my lessons
- I use my raised hand button to ask questions
- I communicate politely with both teachers and classmates in both the chat area and when unmuted.

Remember that if you want privacy you can click on the three dots... on the screen and click on ***Apply background effects***. This will block out your background.

Remember you must take care with what you say and type when using Microsoft Teams and online learning platforms.

General Rules and Guidelines

- 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.
- As soon as you have completed each task, please indicate this to your teacher.
- Please submit all pieces of work on time.
- Failure to complete your work will result in your parents being informed.

Home School Partnership Agreement:

Pupil:

I have read, understood and agree to the terms set out in the Pupil Code of Conduct for Remote Learning.

Signed: _____

Parent/Carer:

I have read, understood and agree to the terms set out in the Pupil Code of Conduct for Remote Learning.

Signed: _____