



KS2 Pupil Computing and Mobile Phone Acceptable Use Policy - COVID-19 Distance Learning Addendum: June 2020

Distance learning requires teachers and learners to adapt normal classroom routines to the online world, but high expectations of behaviour remain. As we move to our 'online classrooms' on Microsoft Teams it is essential that learners are **READY** for learning and remain **RESPECTFUL** and **SAFE**.

1. Learners are reminded that this is an 'online classroom'. Any behavior that would be unacceptable in a school classroom will be unacceptable online.
2. Learners are expected to limit use of the 'online classroom' to between 9:00am and 3:15pm – the timings of the school day.
3. Learners must be aware that members of staff are constantly monitoring the 'online classroom' therefore they must consider their audience. Learners should write formally on the 'chats' keeping all communication focused on learning. 'Slang' will not be tolerated. Anything considered inappropriate will be deleted by a member of staff.
4. The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
5. Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated. We must be respectful at all times.
6. Any visual or audio file shared with others must be appropriate to the learning task. Staff will check the suitability of any files uploaded by learners and will follow the school behaviour policy if inappropriate material is discovered.
7. There is an expectation that learners will engage in online collaborative work when requested by their teacher, work in a respectful and helpful manner, following instructions carefully.
8. Learners are expected to take reasonable steps to complete learning tasks in the timescales set by teachers so as to maintain progress in their studies.
9. It is expected that learners will engage in any on-line lessons in a manner as similar to regular classroom learning as possible. This includes: not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher, nor are other functions on computers.
10. Learners are not permitted to share links/ meeting I.D./ passwords to on-line conference sessions with anyone else outside of the invited group.