


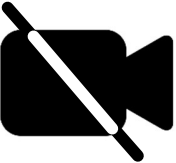






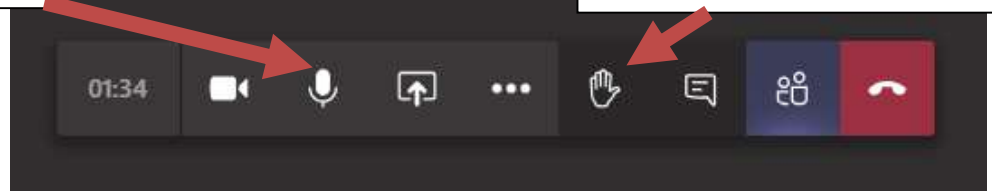
**Code of Conduct - Live Learning**  
To be read in conjunction with the IT Acceptable Use Policy

During live lessons via Microsoft Teams students must follow these expectations:

	<b>School Account</b>	When you log in, you must use your school username and password.
	<b>Be on time for registration</b>	Be ready to join the lesson before the start time. Make sure your device has sufficient charge and you are ready to learn.
	<b>Mute yourself</b>	When you enter the lesson, click the mute icon. This helps minimise background noise.
	<b>Be ready to participate</b>	Cameras should be ready to be turned on when requested by the teacher (subject to parental preference).
	<b>Chat responsibly</b>	Use the chat option to contribute to the lesson as directed by your teacher.
	<b>Eliminate distractions</b>	Do your best to sit in a quiet place. Let your family know when you will be taking part in lessons so they can avoid interrupting you.

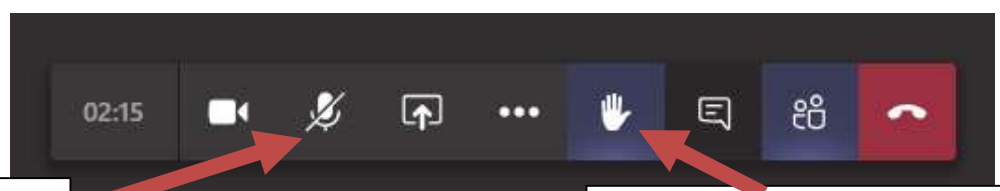
This is when my microphone is on.

This is when my hand is down.



This is when my microphone is off.  
It has a line through it.

This is when my hand is up.  
The hand is white.





## **Attendance - Children must:**

- Attend the live lesson promptly as per given timetable. The teacher will issue a 'meet now' just before the meeting time.
- Give notice in advance, to our front office team, if your child cannot attend and state the reason.
- All children are expected to attend remote learning unless they are ill; failure to do so will result in an unauthorised absence.

## **Behaviour - Children will maintain the high expectations of Avonwood Primary School by:**

- Trying their best to complete all work at home to a suitable standard.
- When joining meetings, both cameras and microphones must be switched off by default.
- Microphones should be muted unless requested by the teacher.
- Cameras should be ready to be turned on when requested by the teacher (subject to parental preference).
- Children should wear appropriate clothing for a day at school, preferably their school uniform and be sat at an appropriate location (i.e. a suitable backdrop).
- Requesting clarification, asking questions using the hands up function and await their turn to respond. When answered lower the hand function.
- Be respectful of all those involved in the lesson.
- Do not use the chat function / 'Posts' for messaging other children, or for sending emojis/likes in response to peer comments.

## **Parents – Parents must support learning online by:**

- Try their best to engage in successful home learning.
- Supervising and monitoring their child nearby.
- Refraining from talking to the teacher live in the lesson unless requested to do so.
- Be respectful and considerate to the teachers and this new way of teaching.
- Supporting your child to be punctual and engage in learning.
- Using traditional communication routes for feedback, comments or concerns.
- Recording remote teaching sessions (videos or photos) is prohibited unless explicit prior consent has been given by the school.

## **Disciplinary Procedure**

In the unlikely situation that a child is not behaving appropriately online the following action will be taken:

- We will work closely with parents to resolve issues together.
- Any child not behaving in accordance with the expectations as stated above will be given a warning of removal from the live lesson by the class teacher, at an appropriate time the teacher will ask to speak to the supervising adult at home.
- If the warning is not adhered to the child will be removed from the lesson and parents contacted at the earliest opportunity.
- Any child not behaving in accordance with the expectations as stated above on more than one occasion will be referred to the Avonwood Senior Leadership team.
- If, after the above escalation's have been enforced and unacceptable behaviour continues the child will be removed from Live Teaching indefinitely.