

# Harewood Primary School



## Harewood Primary School Code of Conduct for Online Sessions on Remote Working Platforms

### Staff:

#### **Protocol for use of Microsoft Teams for home learning**

If you're using Microsoft Teams to set assignments/speak to children

#### **When creating a video message/streaming instructions:**

- Sit against a neutral background
- If working from home, avoid recording in your bedroom where possible (if that's not possible, use a neutral background)
- Dress like you would for school
- Double check that any other tabs you have open in your browser would be appropriate for a child to see, if you're sharing the screen
- Use professional language
  - Ask pupils, if possible, to also be in a shared space in their house, rather than in their bedroom and to be suitably dressed.
  - Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

#### **If teachers are phoning pupils**

- Do this through parents' phones only (unless this itself poses a safeguarding risk), and in all cases make sure parents are aware and agree
- Call in school hours as much as possible
- Make sure someone else at school is aware that phone calls are being made, and keep a record of the date and time of each call
- Have a parent there at the child's end, and ask them to put the phone on speaker phone
- Block your number so parents don't see it. (Give parents a heads-up that you'll be calling if you're blocking numbers, so they're more likely to pick up.)
- Only invite children required at the meeting
- Use the lobby to admit children into the meeting in order to make sure that the group is closed

## Pupils:

This code of conduct outlines what we expect of pupils during online sessions.

Much of this echoes our expectations of pupils in lessons when in school and all of it is designed to help pupils gain the most benefit from online learning.

- I will only use Teams class and my school email for the purposes of online learning and will only browse, download, upload or forward material that is related to my learning and as directed by my teachers.
- I will not use my school email to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.
- I will check my Teams class regularly, with the help of my parent or carer, to keep track of online sessions and learning.
- During any live online sessions my parent/carer will be in the vicinity, either in the room or a nearby room, with the door open.
- I will not take photos of my screen or record 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 learning and wellbeing of others.
- When taking part in an online sessions I will make sure that
  - my environment is quiet and free from distractions
  - the background (and foreground) is appropriate (Be mindful of what is visible behind you/in front of you)
  - I am suitably dressed.
  - I remain attentive.
  - My microphone is turned off unless I am asked to do otherwise.
  - I communicate in a courteous way at all times to both teachers and fellow pupils. (Remember what we always say about 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)
  - I will use a microphone and headphones to access Teams (School can lend these if needed)
  - I will upload my work daily for my teacher.
  - If I have a problem either I or my parents will message my teacher via Teams or email.

**Parents:**

When my child is online at home I will:

Monitor my child's internet use and check that they are using technology safely

Ensure that they have a suitable amount of time away from the screen during the day

Make sure that my child is suitably dressed and working in a shared place in the house, if possible

Be mindful that other people may see or hear them

Ensure that the background that my child has is neutral

Make sure that my child follows the timetable set by the teacher

Help my child upload any work to either Teams or Seesaw

If I cannot access Teams or Seesaw then I will email their teacher daily with photographs of their work.