

Online Learning Agreement**Student, Parent & Carer**

Please read this document in conjunction with the School Code of Conduct, The SICT

Acceptable Use Policy, the Online Safety Policy (all available on FROG)

Virtual School will be open from 09:05 – 16:35

Only teachers can create Teams within Office 365. Students are not permitted to do this.

- I will only use my school account for school purposes as directed by my teacher.
- I will only use the technology when there is an adult in the house, and they know I am using it.
- I will be responsible for my behaviour and actions when using technology (Office 365 and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will not reveal my passwords to anyone or use other student login details.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent/carer.
- During a live teaching session
 - I will cover my camera unless instructed to open it by the teacher.
 - I will not record or take photos of my classmates or teachers.
 - I will not mute or block another student
 - I will not share my screen or any other media unless asked to do so by the teacher
 - I will not invite any other user to join the session
- I understand that when using Office 365 and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers & Key Stage Leader.
- I understand that I do not have permission to use student or staff data, images and video recordings in any way.
- 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 parent will be contacted.

Guidelines

When using Team Talks, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:



- Video conferencing from an environment that is quiet, safe and free from distractions (preferably not a bedroom) using the blurred background feature if you are asked to use your camera
- Be on time for your interactive session. An attendance register will be kept.
- Be dressed appropriately for learning (no pyjamas or other inappropriate items of clothing)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers and follow instructions to support the flow of the session
- Provide feedback to teachers about your experiences and any relevant suggestions or concerns
- You **MUST NOT** record any online interactions.
- Make sure you end the session as soon as the teacher indicates to do so.

