

**British Council School**

El Colegio Británico

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# **Code of Conduct**

# **Bilingual Baby**

# **Club**

2020 - 2021

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# Welcome!

## We would like to invite you to take part in our Bilingual Baby Club

### Code of Conduct to be followed by all those participating in the Bilingual Baby Club

#### Presentation

The British Council School would like to welcome you and invites you to take part in our Bilingual Baby Club. This is an initiative designed for you to meet and get to know the School from an early, pre-School age.

It is a pilot project for Families, allowing them to enjoy and sample the activities, resources and content offered by the School from a very early age. It should also allow you to understand better what is involved in learning a new language from very early years. As well as the online sessions available, the Bilingual Baby Club will provide you with access to a whole host of other online resources. It will also include access to Microsoft Teams forums, where you will be able to share experiences with other like-minded Families joining us during the 2021-22 Academic Year.

It is very important for us that these kinds of experiences should be positive, safe and secure for all those involved. That's why we ask you to please read this document carefully.

Just as we do with all the students and teachers at the School, each Academic Year, we would kindly ask you to sign and agree to uphold and follow this Code of Conduct for Online Learning. In this way, we aim to ensure that online environments are safe for children and teenagers. You can read the School's Code of Conduct, as well as our IT and Security of Information policies using this link: [www.britishcouncilschool.es/sobre/normativa-politicas](http://www.britishcouncilschool.es/sobre/normativa-politicas)

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## Code of Conduct for all those taking part in the Bilingual Baby Club. 2020-21 Academic Year

The Bilingual Baby Club **uses the Microsoft 365 platform, which the School makes available to Families.** This platform meets all the necessary School security requirements. Only School staff may create communication forums and access to our Bilingual Baby Club sessions is restricted to those Families who have been granted prior authorisation.

### Terms & Conditions

- Each Family will have their own account as members of the Bilingual Baby Club. Log in details should be kept securely.
- During live online sessions, those taking part must agree to keep these private, and not to invite users outside their own Family circle, to join.
- **You should not record, photograph or take screen-shots during virtual sessions. These are strictly not allowed.** Failure to comply will result, depending on how serious the matter is, in the possibility of legal action on the part of the British Council School. **Privacy is an extremely important issue for everyone and it is protected by law.**
- Families taking part in the Bilingual Baby Club are not allowed to use any information related to other Families, Students or British Council Staff, in any way. It is strictly forbidden for any Family to share images or other personal information about other Families or any other programme participant.
- Personal Relationships: relations with other Families should adhere to the same standards of respect, courtesy and tolerance that we have in the rest of the School. This applies to both Families and Staff members. Any kind of “bullying”, harassment, taunting, deceiving or manipulative behaviour will not be tolerated. Families should in no way detract from the experience of other Families of the Bilingual Baby Club community.
- Communication: Neither messaging nor any other communication which is thought inappropriate face to face, should be sent or used in either on-line or any other forms of communication between Families.
- Materials and resources available on the Bilingual Baby Club Platform are the property of the British Council which allows their use by Families who are part of the Club. Families may share resources with friends and relations but their use for commercial purposes is not permitted.
- Families should use Bilingual Baby Club channels to communicate with other Community members, both with other Families and Members of Staff.

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- Families should follow the following guidelines:
    - Cameras should be turned on during online sessions.
    - Microphones should be turned off, if requested to do so by a member of the British Council Staff.
    - The “raise your hand” button on the platform should be used before speaking.

**Father/Mother/Guardian**

**DNI**

**Signature**

**In order to be part of the Bilingual Baby Club, you should complete and return this form, duly scanned and signed, to: <mailto:admisionescolegio@britishcouncil.es>. Without your written consent, we will not be able to accept your registration.**