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.
How to access Office 365 for Year 1
To access the Year 1 Team

Go to Office 365.

Log in with your username and password.

Remember to use @britishcouncilschool.org
Click on “teams” and find the group you belong to: 

Year 1 Students
Posts

When you enter the team, you will see the Posts. This is a stream which shows every time a teacher posts a new activity or comment.
Click on the Files tab to find the work the teacher has set for the class.

Open “class materials” and look for the date.

Here you will find that day’s work.

The teacher will add a newsletter each day explaining what to do.
Work

Each day, new work will be added to the “files” section.

These are ideas for your child to complete at home - not an expectation.

We advise that children spend no longer than 30 minutes at a time working and take regular movement and water breaks!

Remember your child also has access to Purple Mash and Active Learn for further activities and games!

https://www.purplemash.com/sch/madrid
https://www.activelearnprimary.co.uk/login?c=0
How to access your activities on Active Learn

1. Type the web address. www.activelearnprimary.co.uk. Click – Log in.

2. You will be taken to the Pearson webpage.

3. Enter your username and password. Remember that your password has a capital M.

4. The school code is Hwga.
5. Click on “my stuff” to see the activities your teacher has set for you.

6. Click on the different sections to see maths activities (abacus), reading books (bug club) and science games (science bug).

7. Click on the activity to play the game and earn coins!
8. When reading a book, press the “read to me” option to hear the story.

9. Use the **arrows** to turn the page.

10. Press the “**bug**” to answer questions about the story. *Your teacher will see your answers!*

11. Press the “**cross**” to exit the story.

   **Remember** you need to finish the game or story so it will save!
How to access your activities on Purple Mash

1. Type the web address:

2. Then “Find my school’s login page”:

3. Type in “Spain”:
4. Type “British Council” select “British Council School” and then “Go to School Portal.”

5. Logon using your individual password.
6. Access assignments here and save work in your class file.

Remember that you can search for your own games and activities in the search bar. Try “dinosaurs” or “number bonds” for example.
HOW TO FIND TRAYS ON MINI MASH

Step 1
Log in to the Purple Mash homepage and click on the Mini Mash icon.

Step 2
Click on the icon to enter Mini mash
Step 3
Click on the filing cabinet with coloured trays to find your child’s tray.

Step 4
Click on the tray called “My Tray” to see your child’s work.
Step 5
Scroll through your child’s work by clicking the arrow button.

HOW TO SEE AN OVERVIEW OF YOUR CHILD’S WORK AND ALERTS

Step 1
Log in to the Purple Mash homepage and click on the “Work” tab.
Step 2

You will see all of your child’s work displayed as small icons.

Step 3

If your child has a comment from their teacher an alert will show in red.
HOW TO SAVE YOUR CHILD’S WORK IN THEIR INDIVIDUAL TRAY

STEP 1

Click here!

STEP 2

Select ‘Save & exit’
STEP 3

Select ‘My tray’

STEP 4

Click ‘Save’