



Our code of conduct for online learning

This code of conduct outlines what we expect of pupils and parents/carers during remote learning.

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.

Parents/Carers must read and agree to this code of conduct.

Woodfield Academy will not be held responsible for any incidents that occur if the code of conduct has not been followed.

Our code of conduct for online learning

I will only use Teams as directed by the teacher and will only upload material that is related to my learning.

I understand that **my parent/carer** is responsible for my Teams email and login details.

I will not use my Teams login details to communicate with anyone other than my class teacher and ONLY when directed to do so by my teacher during live sessions.

I will not use my Teams email to create groups, initiate calls or initiate meetings and will end Teams sessions when the teacher tells me to do so.

During any live sessions, my parent/carer must be present in the room or in the next room with the door open so they can see and hear everything that is happening during the live session.

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.

If taking part in a live sessions I will make sure that...

- my environment is quiet and free from distractions
- I am appropriately dressed
- I remain attentive
- I communicate in a courteous way at all times to both teachers and fellow pupils