



Bishop Milner Catholic College Student Expectation/Code of Conduct for Remote Learning

Rules regarding the use of technology

- I will only take part in 'live' streaming if my parent/carer knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams 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 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.
- I will not share resources or videos created by my teachers with anyone.
- I will not use the gif or emoji function within Microsoft Teams.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any college content on social media platforms
- I understand that when using Microsoft Teams and other applications provided by the college that my use can be monitored and logged and can be made available to my teachers.
- I will not create classes, groups or teams within Microsoft Teams
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any student who missed the live conferencing.
- I understand that these rules are designed to help keep me safe and that if they are not followed, college sanctions will be applied and my parent may be contacted.
- During 1:1 conversations / subject check-ins only, use of microphone and camera is permitted during lesson.

When participating in an audio or video conference on Microsoft Teams, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom.

This includes:

- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers
- Treating others respectfully
- Muting your microphone when asked
- Turning on the camera only when asked
- Maintaining eye contact when asked

- Raising your hand to ask questions, or using the relevant class participation feature
- Not disrupting the lesson for others, which includes but is not limited to messaging about something other than college work, muting the teacher, removing other students from the online class.
- Provide feedback to teachers about your experiences and any relevant suggestions
- Video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You MUST NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher only.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

Consequences

The engagement and interactions of all students in online lessons will be closely monitored. All positive and negative incidents will be logged using Classcharts. Any violation of the code of conduct will result in either a phone call or a meeting being arranged with parents / carers. This may be conducted virtually or in person.