



Remote Learning Provision and Expectations

Safeguarding

We will record all lessons to ensure that should any questions or allegations regarding student or staff conduct arise we are all protected. If parents have any concerns please direct these to your child's Head of House in the first instance.

Student Expectations and Code of Conduct for Remote Learning.

When participating in live lessons on Google Meet, 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 live lesson (you will receive a link to access your live lesson via Google classroom).
- Make sure you are in a quiet and appropriate place to take part in the lesson.
- You must not have any distracting technology open.
- Be dressed appropriately for learning (e.g. no pyjamas).
- Remain attentive during sessions.
- Interact patiently and respectfully with your teachers and peers.
- Provide feedback to teachers about your experiences and any relevant suggestions
- Take part in the lesson in an environment that is quiet, safe 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.
- 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.

Rules specifically regarding technology

- I will only use school technology for school purposes as directed by my teacher.
- I will only take part in 'live' streaming if an adult 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 (Google Meet 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/carer.

- I will not share resources or videos created by my teachers with anyone who is not a student or member of staff at Claverham Community College.
- I will not record or take photos of my classmates or teachers during a face-to-face session (live or prerecorded lesson).
- I will not share any school content on social media platforms.
- I understand that when using Google Meet and other applications provided by the school that my use can be monitored and logged. This information can be made available to my teachers.
- If audio/video conferencing is used for live lessons, 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 will follow the rules regarding my use of technology as outlined in the College's student Acceptable Use of ICT Agreement which can be found in the Homework Planner (page 10) and in the College Behaviour Policy.
- 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/carer will be contacted.

Technical/Operational

- Students should be ready for the lesson 5 minutes before the lesson is to begin.
- Students are advised to check their Google Classroom for links to live lessons.
- The first lesson begins at 9:15am and follows the normal timetable for that day.
- If there are any problems regarding access to lessons please email itsupport@claverham.org so that we can try and support any technical issues.
- Students should keep the **camera switched off and microphone muted**. The teacher may ask for some verbal responses during the lesson which will require the microphone to be switched on at certain points or communicate by using the chat function.

Engagement and feedback

- Students are expected to be ready to learn and complete tasks outlined by their teachers.
- Students are to submit work outlined via Google Classroom in a timely manner.

General Rules and Guidelines

1. Please complete tasks as they are set for each lesson. Teachers will be available at the times when they would normally be teaching you in order to answer questions. This will be either through Google Meet, Classroom private messenger or virtual classroom/audio/video conferencing.
2. As soon as you have completed each task, please indicate this to your teacher. Please submit all pieces of work on time.
3. Please remember that failure to engage in the work set over the closure days will disadvantage you in the future and there will be an expectation to catch up with any work which you miss.