

Online learning acceptable use policy

Rules

1. When online meetings are used (through Teams or Zoom) I will ensure that my camera is switched off when I join and only turn it on if requested to do so by my teacher and my parents have signed the consent form.
2. In a Teams meeting, I will be mindful of others by muting my microphone at the beginning of the lesson, and only un-muting my microphone to ask a question.
3. If online meetings are used, I will not record or take photos of my classmates or teachers
4. I will not hold pupil-pupil meetings without a teacher present. There are numerous other social media platforms for socializing with friends.
5. I will make sure that all communication both during online meetings and when submitting questions and work is responsible and appropriate.
6. I will not edit resources in Teams without permission from the teacher.
7. I will not reveal my passwords to anyone.
8. I will not deliberately browse, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it to my teacher.
9. I will never attempt to mute or remove other students or a teacher during a lesson.
10. I understand that these rules are for my safety online and that if they are not followed my parents will be contacted.

Guidelines

If and when using Teams or Zoom for online learning, please remember that this is an extension of the school environment and you should conduct yourself as if in a school environment. This includes:

- Making sure you have accepted all MS Teams meeting invitations from your teachers and to attend all lessons that are in your calendar.
- Checking your Teams Calendar every morning for lessons and work assigned to you.
- If you have been requested to use your camera be dressed appropriately for learning
- Attend your session on time
- Be in a suitable environment (preferably not a bedroom)
- Submit questions or comments in a patient and appropriate manner
- DO NOT record each other's online interactions
- End the session when told to by your teacher
- If you have technical issues during an online session report them to your teacher. You can also report Teams technical issues (via email/chat) to:
teamssupport@stjohnsschool.net

Should a teacher discover any student(s) misusing any aspect of the platform, the teacher will challenge their behaviours. Microsoft Teams is being monitored by the school to ensure its use is appropriate and focused on learning.