

As part of our commitment to delivering the best education we can to our pupils, it is important that pupils participate fully in online learning, including taking part in live lessons. In order to keep both staff and pupils safe when working online, the Trust have formulated some protocols which must be adhered to. Please read through the protocols carefully with your child/children to ensure that you and they understand the expectations within them. If you have any concerns or queries, please contact your child's Head teacher.

Online lessons

- Pupils must have a parent/carer present in the room when accessing an online lesson.
- Pupils must be on time for online lessons.
- Use a computer rather than a mobile phone to access the lesson if possible. Where a mobile phone is not connected to Wi-Fi, it can be very expensive to access a lesson and will also drain the battery very quickly.
- During online lessons where pupils have both video and audio turned on, pupils must set their microphones to mute and only unmute when asked to by the teacher. Teachers will advise pupils on how to signal to them that they wish to speak during a lesson.
- If parents/carers are uncomfortable with pupils having their video turned on, they should make arrangements with the teacher for the child to access the lesson using audio only.
- Pupils must speak in a respectful manner when asked to do so by the teacher and must stay on the topic of the work. They should behave in the same way as they would be expected to in a classroom.
- Pupils must be in appropriate clothes (uniform is not necessary – dress as you would for a non-uniform day) and have a neutral or appropriate background e.g. they must not be in a bedroom or have siblings or any other family members in the background. Please ensure that no personal details or information are visible in the background.
- Pupils must not share any private or personal information or details while they are online.
- Teachers will tell pupils in advance if they require any resources such as pens or paper for the lesson. Please ensure that these are ready for the start of the lesson.
- Parents and pupils must not record or screenshot any part of an online lesson.
- Parents and pupils must not forward lesson details to another individual .
- Pupils must complete any follow-up work and submit this as directed by their teacher.

Comments/messaging

- Where online platforms have a comments or messaging facility, these should only be used for the following reasons:
 - To comment on work
 - To reply to questions posed by teachers
 - To contribute to a conversation started by the teacher
 - To write a question you would like to ask the teacher

They must **not** be used for making inappropriate comments, complaints or comments to or about another pupil.