



Pupil and Parent Remote Learning Responsible Usage Agreement

Pupils

Rules

- I understand that a Google Meet lesson will be subject to the same school rules and behaviour expectations which apply in regular school lessons
- I will not engage in any form of cyber bullying
- I will follow all instructions issued by my teacher and use technology as they direct me to do
- I will have my camera switched off and microphone muted at the beginning of every lesson
- I will use a blurred background or a 'backdrop' image if I am asked to switch my camera on
- I will promptly log in to any Google Meet lesson at the time my lesson is scheduled to start
- I will make sure that my communication with teachers and other pupils is of the same formality expected in a normal classroom environment
- I will be responsible for my behaviour and actions when using Google Meet and Google Classroom
- I will not deliberately access or share any material which could be deemed illegal or offensive. If I come across such material I will report it to a suitable adult, either my teacher or parents
- I will only contact my teachers using my school email
- I will not request one to one sessions with my teachers via Google Meet or any other platform
- I understand that my usage of Google Meet and Google Classroom and other applications provided by the school can be monitored, logged and made available to my teachers
- I understand that each lesson will be recorded by the school and kept for 28 days for safeguarding and behaviour monitoring purposes
- I will not record or take photos of my teachers or classmates, or any lesson content
- I will dress appropriately for all of my Google Meet lessons.
- I understand that these rules are designed to keep me safe and that if they are not followed the normal school behaviour policy will be invoked

Expectations

- Ensure you are in a quiet, safe and appropriate environment with minimal distractions.
- Use headphones for lessons, wherever possible.
- Ensure you are attentive and follow all instructions, treating others with respect particularly where technical issues cause disruption to your learning

Parents

Parents should support pupils and teachers by:

- discussing the above rules and expectations with their son
- providing children with a workspace that is quiet, safe and free from distractions
- making sure your pupils are dressed appropriately (school uniform is not necessary)
- ensuring that face-to-face communication is only between teachers and students, any parent to teacher communication should be in the usual manner.

Parents may not record any part of a lesson and should refrain from commenting on public forums about individual teachers

Parents should be aware that online lessons will be recorded for safeguarding and behaviour purposes and will be stored for 28 days.