

Cuiken's Remote Learning Code of Conduct

Confident Understood Inspired Kind Engaged Nurtured

Be Safe, Be Kind, Aim High

At Cuiken Primary School we all live by our school rules and this includes when we are taking part in Remote Learning. Therefore, our Code of Conduct is based on our School vision.

- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use.
- I will not reveal my passwords to anyone.
- I will make sure that all my communication with teachers and other children is responsible, respectful 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 grownups
- I will not share resources or videos created by my teachers with anyone who is not a learner or member of staff at Cuiken Primary School.
- I will not share any school content on social media platforms from Google Classroom.
- I will tell an adult in my household before I take part in 'live' streaming. I will ask a grownup for permission to turn on my camera.
- When participating in an audio or video conference on Google Classroom, I will remember that this is an extension of the classroom and will conduct myself as I would when in a classroom at school.
- I will not record or take photos of other learners or teachers during a 'live' session.
- I understand that when using Google Classroom and other applications provided by the school that my use can be monitored.
- I understand that this Code of Conduct is designed to help keep me safe.

Tips for Grownups

- Position the computer/device in a room where you can monitor their activity, preferably not a bedroom.
- Remind your child that they need to behave appropriately in online lessons. Encourage them to be polite and respectful during the call. Be aware that inappropriate behaviour may result in your child being removed from the meeting and a follow-up discussion with school staff.
- Your child may need support in setting up a video call, connecting their headphones, if they have them, and selecting the camera. Audio and camera settings can be adjusted and previewed before joining the meeting.
- Google Meet sessions are for pupil interaction, if you have any questions please send them to the school email address or leave a comment on the Google Classroom stream.
- Please do not record or post or share any photos or videos of the Google Meet sessions on any social media.

Getting Ready For 'Live' Sessions on Google Meet

- Be on time for your 'live' interactive session.
- Access the link to join your 'live' session from your Google Classroom which will appear 5 minutes before the session.
- Be dressed as you would be happy to be seen outside of your home.
- Try to sit comfortably in a quiet space with your back towards a wall not a window.
- Place your device on a stable surface so it doesn't wobble.
- Be organised. For example, have a pencil and piece of paper or jotter ready.
- If you have headphones, you can use them. You might need to change the meeting settings to be able to hear through your headphones.
- Click 'Join Now' to enter the session. Don't click 'Present'.
- Mute your microphone as you enter the session.
- Remain attentive during sessions with good sitting and good listening.
- Interact patiently and respectfully with your teachers and classmates.
- You can use the text chat to ask questions or unmute your microphone. Please mute your microphone once you have finished speaking.
- You must not record each other's online interactions.
- Your teacher may remove you from the session if you are not following our Remote Learning Code of Conduct. If this happens, a member of our Senior Leadership Team will discuss this with you and your grownups
- When the session is finished, disconnect by clicking the red 'Hang Up'/'End Call' button.