



## Smith's Wood Primary

### Remote Learning Code of Conduct

**Smith's Wood Primary Academy have developed a set of guidelines that we will be adhering to, and asking all pupils and parents to adhere to, during our virtual lessons to ensure that everyone is safe online.**

- Sessions will be led by your child's normal group/class teacher. They will explain the learning objective and deliver the main input themselves at the start of the session.
- We expect all pupils to behave as they would at school.
- Everyone will join the call muted and session hosts will control when people need to speak. How to do this will be indicated at the start of each session.
- We will operate a waiting room for sessions and admit people at the right time.
- Parents/carers should be aware that their child is on a Zoom call and check on them periodically.
- All pupils will be expected to be dressed appropriately and a red school jumper/cardigan is encouraged.
- If possible, please change your Zoom display name to include your full name.
- Whilst parents are encouraged to periodically check on their child, there will not be the opportunity for parents to raise queries or concerns with the teacher delivering a lesson.
- If pupils have a question or concern, they should raise it in the main input session or email their group teacher by replying to the email sent with the Zoom login details.
- We will have members of staff 'behind the scenes' who will be monitoring the sessions to assist with technology and ensure the pupils can access their remote learning successfully.
- The background of your video must be appropriate for a professional learning environment.
- You must never take screenshots or screen recordings of a Zoom lesson unless advised to do so. Any attempt to do so will be sanctioned accordingly.

**Please do not share any of the Zoom links publicly (e.g. on websites or Facebook) to ensure that only pupils who should be in each specific session have access to them.**