

Kessingland Church of England Primary Academy **Guidelines for Remote Learning Behaviour**

Class Dojo, Google Classroom, Zoom and Tapestry are great resources that provide an interactive learning experience and increased communication with your teachers, when you need to learn from home. They are fantastic learning tools, which are monitored to keep you safe.

By joining a Meet or Zoom meeting, you agree to the following:

- I will be respectful and polite in all my communication.
- I will only use the “chat” function, to respond to my teachers or ask learning related questions.
- I will be ready to complete and upload all work by the deadline.
- I will never upload or forward any inappropriate or offensive material.
- I will never create new groups or channels.
- I will never share my password.
- I will only use these platforms for teaching and learning.
- I understand that when using these platforms, my use can be monitored and logged and will be visible to my Teachers.
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will apply, and my parent/carer will be contacted.

Guidelines for live video lessons:

When participating in a live lesson on any of our platforms, remember that this is an extension of the classroom and you should conduct yourself as you would when in the classroom.

This includes:

- Being polite and respectful.
- Making sure a grown-up is in the room during the video call.
- Being dressed appropriately for learning (e.g. no pyjamas).
- Video conferencing from an environment that is quiet, safe and free from distractions. Please avoid using a bedroom for video conferencing. Switch off the TV and any other devices, so you can focus fully on the lesson.
- You must not record each other’s online interactions. If the lesson is to be recorded, this will be done by the teacher.

☺ **Thank you for following these guidelines to keep everyone safe online** ☺