



## **Student Code of Conduct: Online Learning**

### **Attendance to live lessons:**

- Students must attend all scheduled Live Teams lessons (and other relevant sessions e.g. PHSE, tutor periods).
- Non-attendance to Live Teams lessons will be followed up by the Attendance Team led by Mrs Hardy, Assistant Headteacher.
- If a student is unable to attend a Live Teams lesson, parents/carers must contact school in the normal way, stating the reason for absence.

### **Completion of Work**

- Students must complete all work set in the lesson and any homework as directed by the teacher
- Failure to complete work will be followed up by the class teacher, initially, then the Head of Department and/or Year.
- Students should submit evidence of their work in the way specified by their teacher.

### **Behaviour in Teams lessons and channels:**

- Students must follow our school rules at all times.
- Students must treat others with respect at all times during online lessons and in the general use of Teams.
- Students should aim to be positive, adequately prepared and participate fully in the online lesson.
- Students must use appropriate language and tone at all times when communicating with staff. Block capitals should not be used in online communications as this implies shouting.
- Students must address staff with their usual school title (e.g. Miss/ Ms/ Mrs/ Mr).
- Students must always observe appropriate staff-student boundaries when speaking to staff.
- Students must only comment on the Teams channel during school hours of 9.00am-3.00pm. Teachers are not expected to respond to messages outside of usual school hours.
- Students must not attempt to communicate with each other through the Team channel, chat function or through any other Teams application unless directed by the teacher.
- Students must ensure that any message they send during Teams lessons, or information they upload to the Team channel, is polite, sensible, and relevant.
- Students must not upload any material to Teams that might be deemed inappropriate or offensive.
- If the code of conduct is not followed appropriately, students will be removed from the online lesson and disciplinary sanctions will be applied in line with the Academy's Behaviour policy.



- No element of live lessons should be recorded or shared by students. Where students fail to adhere to this expectation, disciplinary sanctions will be applied in line with the Academy's Behaviour policy.

### **Equipment and Organisation for Live Lessons and Remote Learning:**

- During live lessons any other electronic device that is not being used to access the lesson (for example a mobile phone) must be switched off and out of sight before the lesson starts.
- Students must disable their web cams in Teams when the lesson starts (in most cases, these are automatically disabled for students).
- Students must mute their microphones at the start of the lesson. Students must only unmute their microphone if requested to by the teacher.
- Students will choose a sensible place to work from.
- Students will ensure that they have all the tools (pen, exercise book, equipment, calculator etc.) they need in advance, so that they do not need to leave and interrupt the flow of the lesson.

### **Safeguarding and Online Safety:**

- Students are aware that Microsoft Teams is a closed school system and only accessible via their school's Office365 account. They must therefore not invite any guests from outside the class or school to join the system through the misuse of login details.
- Students must not communicate with staff outside school channels (for example by attempting to contact staff using their personal email addresses, social media accounts or phone numbers).
- Students should be aware that lessons are recorded for safeguarding purposes and stored securely.
- Students/ parents and carers should only contact relevant staff via their school e-mail between the hours of 9.00am and 3.00pm.
- Students, parents/ carers should be mindful that they and other family members might be heard within the lesson by staff.
- If you have any safeguarding concerns please email [enquiries@hermitageacademy.co.uk](mailto:enquiries@hermitageacademy.co.uk) or call the school directly (0191 388 7161) and ask to speak to a member of the Safeguarding Team.

**Where the expectations outlined above are not adhered to. disciplinary sanctions will be applied in line with the Academy's Behaviour Policy.**

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