

## **Online Learning Protocol for students**

On occasion, some of your teachers might invite you to take part in a “live” lesson using Google Meet. You will need to follow the points below :

-I will remember that all the normal school rules apply when I am learning online. If these rules are not followed, school sanctions will be applied and parent/carers will be informed. You may be removed from the virtual classroom if you do not keep to the rules.

-I will not record or take photos of my classmates or teachers during a video conference lesson/ tutorial. I will only engage in video or audio conversations when my teacher/ tutor invites me to do so.

-I understand that when using applications provided by the school that my use can be monitored and logged and can be made available to my teachers.

-I am aware that when in a live lesson or tutor time that this is an extension of the classroom and I should conduct myself as I would in a classroom.

### **You must:**

- Have your lesson/tutorial in an environment that is quiet, safe and free from distractions but preferably in a common area of your house which is not your bedroom.
- Be on time and mute your microphone when joining.
- Have a neutral (plain) background. Check that there is nothing personal on show behind you for example on your wall.
- Be dressed appropriately for learning as you would be at school (no pyjamas or clothes with inappropriate slogans)
- Remain attentive during sessions without distractions
- Not use the chat function of the platform unless asked to do so by your teacher
- Follow the instructions of your teachers during these live sessions
- Interact patiently and respectfully with your teachers and peers.
- Make sure you end the session as soon as the teacher indicates to do so.