



Fen Ditton Primary School



Remote Learning Responsible Usage Agreement Rules

- I understand that a Guided lesson via phone call or Google Meet will be subject to the same school rules which apply in face to face lessons.
- I will follow all instructions issued by my teacher, only using technology as they direct me to do
- I will promptly put my phone on loudspeaker or log in to any Google Meet lesson at the time my lesson is scheduled to start.
- I will make sure my communication with teachers and other pupils is of the same formality expected in a normal classroom environment.
- I will be responsible for my behaviour and actions when using a Phone, Google Meet, Google Classroom and any other online platform.
- I will not deliberately access or share any material which could be deemed illegal or offensive. If I come across such material I will report it to a suitable adult, either my teacher or parents.
- I will not request one to one sessions with my teachers or peers via Phone, Google Meet or any other platform without explicit permission.
- I understand that my usage of a Phone, Google Meet and Google Classroom and other applications provided by the School can be monitored, logged and made available to my teachers.
- I will not record or take photos of my teachers or classmates, or any lesson content without permission.
- I understand that these rules are designed to keep me safe and that if they are not followed the normal school behaviour policy will be invoked.

Remote Learning Etiquette

- Ensure you are in a quiet, safe and appropriate environment with minimal distractions. A bedroom is **not** likely to be a suitable location; a dining or kitchen table, if suitably quiet, may be appropriate.
- Answer or log in promptly when you receive the call/invitation from your teacher. It is your responsibility to be prepared to receive a phone call or an email invitation at the scheduled start time for the lesson.
- Dress appropriately. You may not wear pyjamas.
- Ensure you are attentive and follow all instructions, treating others with kindness, patience and respect, particularly where technical issues cause disruption.
- End your session when your teacher indicates it is complete.
- You may not record lessons or any other online interactions. Your teachers will provide all the materials you need.

Note for Parents/Carers: For safeguarding reasons, we have some guidelines that we expect all families to follow:

- *It must just be the child who is using the phone or on the screen for others to see/hear and no one else. If contact is made by phone the device should be on loudspeaker.*
- *Your child must be supervised by you, in the same room, for the duration of the phone call or online meeting.*
- *Your child must be dressed appropriately – imagine you are coming to school on a non-uniform day.*
- *Please do not screen shot or record the meeting in any way – these would be images or voices in people’s homes and would not be appropriate to share with others.*
- *Please discuss expectations about conduct with your child – they should conduct themselves in the same way that they do in school. If learning in a group there is likely to be opportunities to share something that they have been doing, but must listen to others when it isn’t their turn.*
- *When teaching 1:1 as an additional safeguarding measure, meetings or phone calls will be recorded and saved in Gsuite, these will be stored in the meeting organiser’s Google Drive which is within the secure school tenancy. By signing this document, you are providing explicit written consent for this to happen.*

Signed Pupil

Dated

Signed Parent/Carer

Dated