



Remote Teaching and Learning Code of Conduct

The use of the Office 365 platform for online teaching and learning should follow the principles set out in the ICT code of conduct. The Mount School York will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

This Code of Conduct is in place in order to safeguard both pupils and teachers. All pupils who participate in remote teaching and learning must follow this Code of Conduct at all times. Any breach of the protocols within this policy may be deemed to be inappropriate behaviour and may result in the Principal deciding that access to remote teaching and learning should be withdrawn.

Below are the protocols pupils and staff must adhere to when participating in virtual lessons:

1. Anyone who is participating in lessons must wear smart-casual clothing, as should anyone else in the household who might be seen on camera in the background. Pyjamas are not allowed to be worn nor any form of nightwear, beach wear or clothes not appropriate for wearing in School.
2. An appropriate location should be chosen to participate in lessons. Pupils should not be in bed. Sitting on a bed is acceptable if a bedroom is the pupil's normal place of working but the bed must be made-up, and pupils must not be sitting under their duvet cover.
3. No food should be consumed during lessons.
4. Classes should provide for a break from screens for 10 minutes every hour.
5. Language must be professional and appropriate, including any family members in the background.
6. Everyone must use platforms specified by the School to communicate with each other as these are monitored and protected.
7. No personal contact details should be shared.
8. An attendance record will be taken at every lesson.
9. Under no circumstances should anyone use their personal equipment to take screenshot images of another person.
10. Remote lessons should not take place in any other location outside the home or school environment.

During lessons pupils should follow the following basic rules of etiquette:

- Everyone should Teams into lessons on time at the very start of the lesson unless prior arrangements have been agreed with the teacher. Cameras must be on from the very start of a lesson.

- Pupils should only turn their video function off during a lesson at the request of the teacher, and only then if appropriate for the activity. Videos must be turned on again as soon as the teacher requests pupils to do so.
- If tasks have been set and pupils are asked to complete them individually, and asked to mute and switch of their camera for a set period of time, pupils should be prepared to re-join the lesson at the request of the teacher any time during that period.
- Pupils should leave lessons promptly at the end, to take advantage of the time to have a screen break and move around.
- No pupil should remove any other pupil from a call, or mute someone else or otherwise interfere with their ability to participate in the lesson.
- Pupils should stay on mute when they are not directly contributing to the discussion to reduce background noise.
- Pupils should avoid talking over each other and should not call out or interrupt the teacher but wait, indicating that they want to say something, until they are asked to make their point.
- During lessons the chat function should be used for purposes of lessons only, and not for any social communication.
- Every effort should be made to submit work on time, according to the direction given by the teacher. If a pupil knows her work will be submitted late, this should be communicated to the teacher.

Pupil Signature	
Pupil Name	
Date	

February 2022