

School

Elton Primary School

To keep everyone safe, the school will ensure:

- An approach where measures have been put in place to minimise risk, using current Government, DfE and council guidance.
- Safety measures are continuously updated in response to new information from the above bodies.
- Staff will use their professional Zoom account to set up live lessons.
- A second school adult is present during all live lessons.
- A secure live lesson is set using an ID and password.
- The meeting ID and password is shared securely via Class Dojo with the date and time specified.
- That the waiting room is always enabled. The teacher will admit one child at a time in order to verify identity (name only).
- All participants are muted and staff only unmute individuals at appropriate times.
- School policies, including Safeguarding, Child Protection and Remote Learning are followed.
- That if the safety of staff or children is compromised in any way the meeting is ended immediately.
- That the lesson is ended for any child not complying with the expectations outlined in this Code of Conduct.

If a child/parent/carer or member of staff does not follow the rules outlined in this code of conduct, I will ensure it is dealt with appropriately and if needed this code of conduct/ the use of live lessons will be reviewed.

Signed on behalf of school by **R. Pars (Headteacher)**

Date January 2021

Child

Child's name _____ Class _____

To keep everyone safe, I will:

- Set up an appropriate space in my house where the live lesson can be accessed.
- Make sure the space in my house is quiet and all possible distractions are turned off e.g. TV.
- Be dressed appropriately and ready to learn.
- Make sure my name is displayed on screen – otherwise I know I will not be admitted into the meeting as my class teacher will not know it's me.
- Make sure my parent/carer remains nearby at all times during the live lesson.
- Follow the school rules of Ready, Respectful and Safe.
- Be myself and always respect others.
- Remain muted in live sessions unless my teacher tells me I can unmute.
- Ask questions using the chat option (think before I write) or use the raise hand feature if wanting to ask a question live.
- Make sure I use appropriate language at all times.
- **NOT** take photos of my screen or record videos or interactions in any way.
- Tell my parent/carer if I feel uncomfortable with anything and ask to leave the live lesson.

I understand that I will be removed from the live lesson if I do not follow the above rules. I understand a phone call to my parent/carer will take place to discuss my future involvement in online live lessons.

Signed by child _____

Date _____

Parent

Parent/Carer _____

To keep everyone safe, I will:

- I will encourage my child to participate in the live lesson if we are able to.
- I will keep the meeting ID and Password safe and not share it with others, including on social media (WhatsApp Groups, Facebook, Twitter etc)
- I will notify the class teacher through Class Dojo, if another family member, who is not connected via Class Dojo, needs to receive the access details to the live lesson call so my child can take part. I will only send the details securely (private text message or phone call)
- I will ensure my child's name is displayed on screen so the teacher is aware who is joining the meeting.
- I will ensure a parent/carer remains nearby at all times during the live lesson.
- If adults living in the house can be seen/heard on the screen, I will ensure the same rules as the children are followed.
- **NOT** record (with camera or video) any part of the zoom call.
- Will leave the zoom and inform school immediately, if my child feels uncomfortable with anything they see/hear or I as their parent/carer do.

I understand that my child will be removed from the live lesson if the rules outlined in this code of conduct are not followed. I understand that I will receive a phone call to discuss my child's future involvement in online live lessons.

Signed by parent/carer _____

Date _____

Remote Learning **Code of Conduct**



January 2021