

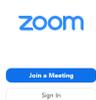


## *Prospect House Remote Learning Lower School*

### *Acceptable Use and Pupil Code of Conduct*



The same standards of behaviour are expected of pupils in remote lessons as would be expected in a real classroom, for example, never talk over the teacher, wait to be invited to speak or to write on the whiteboard and treat all other pupils with respect.



Pupils must use their name and their name only (no emojis, no punctuation, etc.) when logging into Zoom.

In the Zoom lessons, ensure pupils are in a quiet space with a grown up nearby.



Pupils should not eat, listen to music or have the TV on during a lesson.



If your child is late to the lesson, they will have to join the lesson from where it is.

Your child must not leave lessons without permission from a teacher.



During a lesson, children should keep the microphone on mute unless the teacher asks them to turn it on.



Do not record lessons, take screenshots or post any part of the lesson online.



Children should not conduct any pupil-to-pupil chat during a lesson unless the teacher directs them to do so.



If you are having technical difficulties, the teacher will not be able to assist; please email the school with the issue and technical support will be able to help you.



These sessions are for the children; should you have a question, please go through the usual channels

## Security

To make sure that our meetings are secure and safe for the children we continue to ensure that

- Our zoom meetings details are only shared with your child's class via their Google Classroom folder
- Upon entering the meeting, screen sharing is switched off so that the children will only see the teachers screen
- Private messaging has been disabled

We also have the ability to use the following:

- Virtual waiting rooms - this feature holds potential participants in a separate "waiting room", so the host can check who they are before allowing them entry. We will also be using a setting to allow known students to skip the waiting room, so teachers don't have to manually allow 20 pupils in every time. It is therefore important that your child use their school Google email address:  
**firstname.surname@apps.prospecths.org.uk**
- We have the capability to lock the classroom – once the lesson has started and all the pupils have arrived, we can lock the virtual classroom so that no one else can join. Therefore, it is important that the children arrive to the lesson on time.

