



Prospect House Remote Learning

Acceptable Use and Pupil Code of Conduct

Lesson etiquette (pupils)

1. 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.
2. During remote lessons, pupils should be dressed appropriately, in the same manner as they would be for an 'Own Clothes' day.
3. All contact between staff and a pupil must only be made through Google Classroom.
4. Pupils will have an opportunity every day to touch base with their class teacher.
5. Pupils can email their teachers during normal school hours. They should not expect an immediate response to emails. Teachers will aim to respond as soon as they can, but please be aware that teachers will be teaching, planning lessons, marking and attending meetings during the day.

Using Google Classroom and Zoom

1. You **must** use your name and your name only (no emojis, no punctuation, etc.) when logging into Zoom.
2. When using a virtual background, it must be one solid colour.
3. Teachers will not be able to respond to emails or messages during a lesson as they will be teaching.
4. You will need an appropriate space in which to attend lessons. You will need a desk and a chair within an enclosed space that is public, but quiet. Using headphones will be useful in reducing surrounding noise.
5. Do not eat, listen to music or have the TV on during a lesson, just as you would not in a real lesson.
6. You must wear clothes and not pyjamas.
7. If you are late, you will have to join the lesson from where it is.
8. You must not leave lessons without permission from a teacher.
9. During a lesson, keep the microphone on mute unless directed by the teacher to turn this function on.
10. Respect the privacy of teachers and of other pupils. You should not record lessons, take screen shots or post any element of the lesson online. This will be treated as a serious breach of the behaviour policy.
11. Do not conduct any pupil-to-pupil chat during a lesson unless the teacher directs you to do so.
12. Forms of less formal communication such as memes, emojis, gifs, stickers, text talk, etc., should not be used.
13. If you are having technical difficulties, you must try to manage them yourself, as the teacher will be teaching.
14. Do not use Zoom outside of lesson times.

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
- 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 at the lesson on time.

