Code of Conduct for Remote Learning at Penistone St John's

This code of conduct outlines what we expect of pupils and parents/carers during remote learning. Much of this echoes our expectations of pupils in lessons, when in school, and all of it is designed to help pupils gain the most benefit from online learning.
Please note that St John's will not be held responsible for any incidents that occur, if the code of conduct has not been followed.

- Myself and /or my parents /carers, will check my Seesaw, Dojo and Tapestry regularly to keep track of online sessions and learning.
- I understand that my teacher will only be available between 9:00am and 5:00pm.
- I will only use Seesaw and Zoom as directed by the teacher and will only upload material that is related to my learning.
- I will not take photos of my screen or record videos or interactions in any way on Seesaw or Zoom.
- I will make sure that my communication in the online learning environment (Seesaw and Zoom) is always supportive of my learning and the learning and wellbeing of others.
- I understand that my parent/carer is responsible for logging onto Zoom and the meeting details which will be sent via seesaw.
- During any live sessions, my parent/carer must be present in the room or in the next room with the door open, so they can see and hear everything that is happening during the live session.
- If taking part in a live zoom session, I will make sure that...
  - my environment is as quiet and free from distractions as possible
  - the background (and foreground) is appropriate and as neutral as possible
  - I am appropriately dressed
  - I remain attentive
- Just like in class, I will try not to talk over anyone else.
- The teacher might remove me from a session if they see/hear things that don't follow the rules or are deemed inappropriate.

When using seesaw I will:
- Keep login details, including invite codes, private and secure.
- Only allow the named individual to use each profile.
- When making posts and comments, I will do so politely and respectfully, in line with our school values and behaviour policy.
- Be aware of what I am saying and to whom – check the ID labels (top left) to inform you about who can see each post.
- Keep comments relevant to the initial post they relate to – do not use the platform for general discussion about things unrelated to our school and the directed learning.
- Check the suitability of posts before uploading, making sure it does not contain any personal information, such as my address or contact details.
- Pupils should check permission with their parents before uploading documents/files or making requests for posts to be shared with others in the class.
- Make sure that I work as hard as I can and only upload work of a good standard.
- Make sure I upload the work I have done to seesaw every day for my teacher to mark, and that I will polish my work when the teachers give me feedback.

If you have questions or concerns relating to the Seesaw platform, please contact the school office by emailing: office@penistonestjohns.org

Parents/Carers, please remember...By logging your child on to the 'zoom' session, you are agreeing to the Remote Learning Code of Conduct and rules and guidelines set out by your child's class teacher.