

# Robert Bloomfield Academy



## Online Learning Policy – January 2021

As part of our remote teaching, teachers may invite you to take part in a 'live' session online using Google Meet. They will share a link with you in Google classroom to access the meeting.

When you take part in a 'live' session, you must **conduct yourselves appropriately at all times, in the same way you would in a real classroom.**

Pupils who fail to follow this policy may face sanctions in the same way as they would in school, parents will be contacted and you may not be allowed to take part in online lessons.

When taking part in an online lesson I agree to:

### **Before and after the lesson**

- keep my login details and password safe and never share them with anyone else

### **At the start of the lesson**

- set up in a public space within your house. Lessons should not be taken in your bedrooms, unless this is the only suitable space available.
- if possible blur out your background.
- have my camera switched on and respond clearly to the register so my teacher knows I am in the lesson
- mute my microphone once I've responded to the register
- be aware that the audio from the lesson may be recorded

### **During the lesson, at all times**

- conduct myself appropriately and follow my teachers' instructions, in the same way I would in a real classroom
- be polite and show respect to my teacher and fellow students by never doing, or helping someone else to do, anything which could make them feel uncomfortable, threatened or unsafe, or disrupt the lesson in any way
- leave my camera switched on and facing me so that my teacher can communicate with me
- mute or unmute my microphone if asked to so that I can communicate with my teacher
- never share my screen unless directed to by the teacher
- never display an inappropriate or offence profile picture
- dress appropriately for the meeting. I won't wear pyjamas, anything revealing or anything with an offensive image or slogan
- report any inappropriate behaviour I see or hear to a member of staff
- work hard and be nice

### **At the end of the lesson**

- leave the lesson immediately when asked to by my teacher