Lingham Primary School

**Code of Conduct for using Google Classroom**

This code of conduct outlines what we expect of pupils during home learning with Google Classroom. Much of this matches our expectations of pupils when they are in school and it will help pupils get the most out of their online learning.

**General**

● I will log onto my Google Classroom each day and complete the set work to the best of my ability

● I will make sure that my communication online is always kind and respectful towards others

**Sending messages or posting in the ‘Stream’**

* Only contact your teacher via Google Classroom during school hours
* Only use Google Classroom as a platform to ask questions about or comment on your work – if it is not work related, please continue to communicate with teachers via the school office
* Check you have read the instructions carefully for each task before asking a question

*Parents should not post on Google Classroom (unless they are assisting their child to make a comment and the comment is about the work set)*

**During a ‘Google Meet’**

● During live Google Meets, I will remain muted unless my teacher unmutes me or directs me to unmute.

● When taking part in an online session, I will try to make sure that my environment is quiet and free from distractions

● I will ensure that I am suitably dressed (fully dressed and not in pyjamas!).

● I will not use my school account to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.

● I will try my best to remain attentive

● I will be polite and respectful at all times to both my teacher and my friends

● I will not take photos of my screen or record online interactions

● I understand that should I fail to follow this Code of Conduct, my teacher may remove me from the meeting

As this is a completely new system for us, this Code of Conduct may change as we get used to the platform.

Remember with social media, when you type something it's always there and you can't take it back. So be careful of what you say and write.