



# Birchfield PRIMARY SCHOOL

## Remote learning code of conduct. January 2021

### For Pupils:

*When participating in live lessons, I will remember that this is an extension of the classroom and that I should behave in a sensible manner.*

*I will make sure that my microphone remains on mute throughout the session unless a teacher unmutes me to hear my response to a question / discussion point.*

*I understand that everything I do on Microsoft Teams will be seen by my teachers and peers.*

*I will only take part in live learning if an adult knows that I am doing it.*

*I will not reveal my passwords to anyone.*

*I will make sure that I am on time for all lessons.*

*I will be responsible for my behaviour and actions when using Microsoft Teams, this includes the resources I access and the language I use.*

*I will make sure that I am listening and following instructions.*

*I will make sure that all my communication in the chat function is responsible and sensible.*

*If I come across material that concerns or worries me, I will tell a responsible adult.*

*I will not share resources or videos created by my teachers with anyone.*

*I will not record, take photos or screenshots of my classmates or teachers during teaching sessions.*

*I will not share any school content with anyone outside of the lesson, including on social media or gaming platforms.*

*I will complete tasks that have been set by the teacher.*

*I will continue to follow the rules regarding my use of technology as outlined in the school's Pupil Acceptable User Agreement.*

*I understand that these rules are designed to help keep me safe and that if they are not followed, my parents will be contacted.*





# Birchfield PRIMARY SCHOOL

## For Parents and Carers

*When my child participates in live lessons, I will remember that this is an extension of the classroom and that my child should behave in a sensible manner.*

*I will make sure that my child's microphone remains on mute throughout the session unless a teacher unmutes them to hear their response to a question / discussion point.*

*I will be mindful of the fact that when my child's microphone is unmuted all others on the call can hear what I say and regulate my language accordingly.*

*I understand that teachers will regularly check my child's use of Teams*

*I will monitor my child's use of live streaming.*

*I will ensure that my child does not reveal their passwords to anyone.*

*I will make sure that my child is on time for lessons.*

*I will make sure that my child listens and follows instructions.*

*I will make sure that my child's communication in the chat function is responsible and sensible.*

*If my child comes across material that concerns or worries them, I will report this to the school.*

***I will ensure that my child does not share resources or videos created by the teachers with anyone.***

***I will ensure that neither my child nor I records, takes photos or screenshots of children or teachers during a face-to-face session.***

***I will ensure that nobody shares any school content with anyone outside of the lesson, including on social media or gaming platforms.***

*I will ensure that my child completes tasks that have been set by the teacher.*

*I will ensure that my child continues to follow the rules regarding their use of technology as outlined in the school's Pupil Acceptable User Agreement.*

*I understand that these rules are designed to help keep my child safe and that if they are not followed, I will be contacted.*





# Birchfield PRIMARY SCHOOL

## Further Information

### Submitting or sharing work

Please ensure that your child completes any tasks set by the teacher. Teachers will aim to be available in order to answer questions. As soon as tasks have been completed, please indicate this to the teacher by submitting work to the relevant email address or uploading onto Microsoft Teams.

### Technical issues

We appreciate that some families may experience technical problems or issues with logging in. In this instance, please contact [enquiry@birchfld.bham.sch.uk](mailto:enquiry@birchfld.bham.sch.uk) and we will report the issue to our technical team.

If technical issues occur for one or a small number of children, the lesson will continue for the majority. Where technical issues occur for the majority of the class, or the teacher, the live lesson will be terminated until the issue can be resolved.

### Illness

If your child is ill and unable to attend their remote lesson for that day, please contact [enquiry@birchfld.bham.sch.uk](mailto:enquiry@birchfld.bham.sch.uk).

In the case that a class teacher is unwell and unable to deliver live lessons, the class will be invited to join another class within the group class to access the same learning from the another year group teacher. In the case that all class teachers are unwell and unable to deliver live lessons, the lessons will be delivered by a member of SLT.

### Communication

If you need to speak to the class teacher regarding your child's learning, please use the class email address.

For other enquiries please use [enquiry@birchfld.bham.sch.uk](mailto:enquiry@birchfld.bham.sch.uk)

