

To ensure our online learning is productive, safe and in keeping with our School Values for all children and adults, there are a few requests that we ask of you and your child. Please support your child in following the terms of this guidance.

### **Guidance and agreement for the children:**

- I will only use Microsoft Teams/Zoom as directed by my teachers.
- I will only use technology at home with the permission of my teacher, parent or carer.
- I will not reveal my passwords to anyone unless it is my parents/ carers or a trusted adult, who is helping me with my online learning.
- I will be responsible for my behaviour and actions when using technology, including resources accessed and the language I use.
- I will ensure that all of my communication with other pupils and teachers using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward anything I that could be considered offensive and inappropriate. If I accidentally come across any such material, I will report it immediately to my teacher or parent / carer.
- I will not record or take photos or screenshots of my classmates or teachers during lessons/video conferencing sessions, nor share lessons publicly.
- If I bring a mobile phone to school, I will leave it with the office staff during the day and collect at the end of the day. I will not use my mobile phone on the school premises.
- I understand that these rules are designed to help keep me safe online and that if they are not followed, school sanctions will apply and parents will be contacted.

When using Microsoft Teams/Zoom: WJS staff will be contacting you; remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Join Zoom lessons from an environment that is quiet, safe and free from distractions, in a common space and within earshot of parents. A kitchen table, home office, workstation or family space is recommended.
- Be on time for your interactive session.
- Behave respectfully towards the teacher and other pupils during the session, following the our School Values.
- Be dressed appropriately for learning in home clothes (e.g. no pyjamas)
- Please do not eat or prepare food during the live session.
- Remain attentive during live sessions and ensure that you are free from distractions.

- Ensure, wherever possible, there is one device per child for a live session (unless siblings attending the same session).
- You may wish to use headphones to listen to your teacher in online sessions if it helps to avoid distractions.
- Have any resources you may need or have been asked to bring to hand. It is a good idea to have a pencil/ pen and paper available to use.
- You will follow the instructions from WJS staff and will mute and unmute when you are asked to. You will not mute other members of your group.

**Your wellbeing and safety remain our top priority, even when you are not at school. If you have any worries at all, please share them with an adult you trust.**

Guidance for parents and carers when using Microsoft Teams/Zoom, we ask that parents and carer ensure the following:

- Your child's device is in an appropriate room where they can be supervised. During live sessions, the backdrop is as 'non-descript' as possible.
- Your child is dressed appropriately to be seen on video.
- Your child does not have a mobile phone nearby when using Zoom.
- Your child understands that usual classroom behaviour applies.
- You or your child do not record the sessions or take screenshots of the sessions.

When receiving phone calls from your child's class teacher, we ask that:

- If the teacher speaks directly to your child on the telephone, they are on speakerphone and a parent is in the room.

Further advice on keeping your child safe online can be found at:

<https://www.widcombejuniorschool.com/486/key-information/category/33/online-safety>

**If you have any safeguarding worries or concerns, or if you are worried about something you or your child sees online, please contact the school office either by telephone or email.**