



St. Thomas More Catholic Primary School

Virtual Learning Curriculum Student and Parent Code of Conduct

You should:

- Download and use Google Chrome on desktop/laptop computers to access Google Classroom; on iPads, download Google Classroom, Google Drive, Google Docs, Google Slides and Google Hangouts Meet.
- Log in to Google Classroom each day to access the work set by your class teacher.
- Students should only be sending messages to staff or other students that are work-related and language used within any work related messages should be appropriate. Messages to other students should only be upon the instructions of the teacher.
- When submitting work, follow the instructions of your teacher. This might be in the form of a photo or video, or could be written work submitted via Google Docs or Slides.
- If you need to contact a teacher, use Google Classroom in the first instance, but be aware that teachers might not be able to respond for a while as they may be responding to other students.

If your class is due to attend a Google Meet (you will be given the link to click on through Google Classroom):

- Teachers will put a link in Google Classroom five minutes before the lesson is due to start; please click on the link at the time the meeting has been arranged for. We appreciate that, for a variety of reasons, you may not always be able to take part in the Google Meet; do your best to be there if you can but this may not always be possible because of illness or lack of access to a device.
- Always follow the instructions of the teacher, particularly when using live-streaming.
- When in a live-streaming session, be mindful of others by turning off your microphone **before** you enter the Meet, and you may use the chat function to ask questions. You may only turn on your microphone when specifically directed to do so by the teacher.
- Be aware of your environment when using the video facility of Google Meet: be in a quiet place and be mindful of personal dress and appearance.
- Only use Google Meet during school hours and not for contacting each other outside of a lesson.
- Only students from that class should take part in the Google Meet; other family members should not contribute.
- Be mindful of wider safety considerations when using the Internet (see our E Safety Policy for further guidance).

You should never:

- send anyone a message which is not work-related, kind and honest
- use inappropriate, unkind or offensive language in a message or video-stream
- join a Meet where they have not been invited by the teacher and are not part of the class
- comment on a classroom's stream, unless being asked to do so by a teacher
- use any other person's work or copy and paste information that is not their own
- host their own Google Meet
- video or screenshot content from a Google Meet
- share content from Google Classroom or Google Meet on social media or in any other way

Please sign a copy and return to the Office:

Child's name: _____ **Year Group:** _____

Child Signature: _____ **Parent Signature:** _____