

The full ICT and e-Safety policy is available on the school website.

Appendix 4: Student conduct, good practice and acceptable use when attending a live streamed lesson

- Live streamed lessons will only be done via the Google Meet functionality within Google Classroom.
- You may only join a live lesson using your **school email address**.
- It is **your responsibility to join the live streamed lesson at the correct time** - you will not be reminded. **Be patient**, the teacher may need a few minutes to prepare the classroom before they admit you to the lesson. If you have not joined the live streamed lesson in the first 10 minutes of the lesson the teacher reserves the right to switch off the live stream.
- Some live lessons might be recorded, but only if the teacher deems this necessary. Your teacher will inform you if they are recording the session. Recordings will be deleted when the course end.
- **You must NOT record or take photos of the session.** Do not use your mobile phone during the session (except to access the live streamed lesson if you have no other suitable device).

When joining the live lesson you must adhere to the following:

- **Dress:** you **MUST** be appropriately dressed for a live lesson, as if it were face-to-face.
- **Background:** Consider what is visible in the background that will be seen over the webcam. If you join the live lesson from your bedroom you should be clearly sitting at a desk and ensure there is nothing inappropriate in the background.
- **Microphones and cameras:** you **MUST** mute your microphones before joining so there is an orderly start the session. If you need to get the attention of the teacher **use the ‘Raise hand’ function** on your screen. If your teacher doesn’t notice this after a few minutes (they may not be in front of the screen) you may unmute your microphone but must be respectful of the fact the teacher has students in the class they may be talking to. You **MUST** follow the instructions of your teacher regarding the use of your camera. Failure to do so will result in the teacher removing you from the live lesson.
- **Use of headphones:** where possible, use headphones as it is helpful in cutting out sound echoes across the Google Meet, and make it easier for individuals to hear and avoid distractions from background noise.
- **Text Chat:** only use this to ask a question to the teacher but not for off-topic chat. Remember, if the teacher has a class in front of them they may not easily/quickly see any text chat.
- **Respectful behaviour:** As always, it is expected that you are courteous and respectful to other students and the teacher. You must not interrupt when someone else is speaking etc. or talk to another student when the teacher or others are speaking.
- **Other people in the household:** When attending a live lesson, you must take reasonable steps to avoid other people watching or being involved in the lesson.

Behaviour in the virtual classroom MUST mirror that in the physical classroom. The school Behaviour Policy applies, including rewards and sanctions. The school reserves the right to turn off your microphone, remove you from a live streamed lesson and/or deny you access to future live streamed lessons if behaviour causes any disruption to the lesson.

Helpful advice when you are on a live lesson:

- **Device position:** The device being used should be placed on a stable surface and not held/carried.
- **Lighting:** To get the best picture from your webcam try to have the main light source of the room behind the camera, not behind the subject.
- **Materials etc:** Gather together everything you need for the lesson before you start, so that it is not necessary to leave your computer/device during the call.
- **Connection quality:** The quality of call, especially with video, that is experienced by each user will be largely influenced by their connection speed and/or wifi coverage. It may be helpful to request that other people in the household do not use broadband-heavy applications during the live lesson, such as streaming high quality video across the same connection.