

Online Meetings

Claypole C.E. Primary Code of Conduct

The Pastoral Sessions are an important component to our current home/distant learning. Given the constraints of the medium, all participants in the sessions are expected to adhere to the following principles & best practises in order to ensure the best possible environment.

Do (acceptable use)	Don't
Arrive in time for your session	Don't enter a session for a class that you're not part of.
Sit in a quiet spot in your house with limited distractions/noises (i.e. music or the television)	Class meeting links are never to be shared with others outside of the class.
Make sure you keep your device in one spot during the meeting: choose a position that will offer a neutral & appropriate background. The setting must be appropriate to the other participants and offer enough light for the children's faces to be visible.	Do not use virtual backgrounds.
Position your device so that is conducive to participating in the meeting.	Don't record the meetings without prior permission. Taking screenshots or screen recordings of virtual sessions without explicit permission from the teacher and class members is unacceptable & will be acted upon.
The device being used should be identified by the pupils name – changing your name to something inappropriate is unacceptable behaviour and will be addressed immediately.	Do not use any offensive or inappropriate language or gestures of any form; this extends to emails, discussion postings, group projects etc. Use of profanity (written, draw, displayed or spoken) during a meeting is unacceptable and will be addressed immediately.
Keep food & drink away from your device.	<p><u>Special note to parents/carers:</u></p> <p>Google Meet is encrypted for security & committed to complying with applicable data protection laws.</p> <p>The 'Pastoral Sessions' for the class is a special time for the teacher to connect with the pupils. Feel free to help your child/ren with any technical difficulties. If you have any questions or concerns, please reach out to the teacher through email.</p>
Make sure your family members know not to interrupt you at this time.	
Dress appropriately and decently – no pyjamas.	
As expected of any class interaction, participants are to treat each other with courtesy and respect.	
Listen politely to your friends when it is their turn to speak. Acknowledge the contributions of others.	
Respect the rules/principles outlined by the teacher.	
Be yourself.	
Smile & embrace this opportunity with good spirits – we're looking forward to seeing you 😊	

Disciplinary Action for Unacceptable Behaviour

- Disruptions to an online session may lead to the removal of the pupil from remote session for part or the entire session.
- Repeated disruption will be reported and may lead to the suspension from online session's altogether.
- Suspension from future sessions as a result of: entering a meeting fraudulently; creating negative images of meetings using screenshots/recordings; using profanity or obscenities in any form; verbal or physical abuse in the form of intimidation, harassment or threatening behaviour directed towards anyone.