

Online Remote Learning Responsible User Agreement (for Lower and Senior)

Expectations and requirements during temporary closure of school or year groups working online

- ✓ I will only use technology for school purposes as directed by my teacher
- ✓ I will only use my OLA e-mail address to access technology such as Zoom/Teams video etc
- ✓ I will not pass on Zoom codes or Teams meeting codes to anyone outside of OLA
- ✓ I will only use technology when there is an adult in the house and they know I am using it
- ✓ I will not reveal my passwords to anyone
- ✓ I will be responsible for my behaviour and actions when using technology, including the resources I access and the language I use
- ✓ I will make sure that all my communication with students, teachers and others using technology is responsible and sensible
- ✓ I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher, a parent or the pastoral team
- ✓ I will not record/take photos/screenshots of my classmates or teachers during video sessions
- ✓ I understand that when using applications provided by the school that my use can be monitored and logged and be made available to my teachers
- ✓ I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted
- ✓ I understand that Zoom and Teams video is an extension of the classroom and that I should conduct myself as I would in a classroom environment. This includes:
 - *Taking part in online meetings in an area that is safe, quiet and free from distractions*
 - *Being on time for the virtual meeting*
 - *Being dressed appropriately for learning*
 - *Remaining attentive during sessions*
 - *Being engaged in the class activities and avoiding distractions*
 - *Not changing/fiddling with your background in the online meeting*
 - *Not eating or dealing with animals/pets during lessons*
 - *Responding to questions (where I am able to)*
 - *Interacting patiently and respectfully with your teachers and peers*
 - *Not recording each other's online interactions*
 - *Finishing the session when your teacher instructs you to do so*
 - *Muting yourself upon entry to the online meeting*
 - *Having your video on (where appropriate), so that the staff member can interact with you and check your attendance*
 - *Interacting appropriately with others in the chat*
- ✓ I understand that if I change my online Zoom /Teams video name to something that cannot be recognised by your teacher eg: 'blaster', you will not be allowed to enter the meeting and your request to join will be declined. This is for important security reasons.

OLA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Online Remote Learning Responsible User Agreement: Reviewed September 2022