

Acceptable Use Policy for Remote Learning

Principles

- Interacting with each other on-line is no different than interacting face-to-face: Everyone should always be *Ready, Respectful and Safe*

General Conduct

- Students must conduct themselves in the same way they would in school
- Language, both spoken and written, should remain appropriate
- We continue to expect the highest standards of politeness and respect from our students
- We expect students to access their full curriculum as much as they are reasonably able to
- We expect students to meet all deadlines for the submission of work unless affected by illness/other extenuating factors
- Students must respect the privacy of others and so must not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly, without going through official channels and obtaining permission

Conduct in 'Live' Lessons (Google Meet/Classroom)

- Meetings will only occur with a minimum of three people present, including at least one teacher
- Students may join any Meeting occurring in their normal Google Classroom
- Students must leave a Meeting when instructed to do so
- Staff will advise students of when Meetings will occur in advance, if possible in the normal lesson slot
- Students should only enable microphones with teacher permission
- Students should be mindful of the appropriateness of possible background sound when using their microphone
- Meeting text chats should only be used for learning conversations as directed by the teacher; these chats are logged within Google Classroom / Meet
- Student webcams will be disabled as a default setting but may be enabled at the request of staff to take a register or support learning in a specific area such as spoken languages

When a pupil is using their camera they must:

- Use an appropriate room.
- Blur the background where possible using the video settings within the meeting
- Always wear appropriate clothing

Use of Shared Resources

We expect that all resources shared by members of staff are only used as directed and on the platforms provided by Range High School.

In particular, if resources are shared, including audio and video, students must not:

- take screenshots
- share content outside of the Google Meet/Classroom
- record any part of a lesson or video
- post any content on to another site/platform
- share any of the resources outside of the school

Sanctions

In the event of unacceptable conduct we will continue to use a 'stepped approach' to sanctions. This may include:

- removing students from live Meetings
- limiting student contribution rights
- removing student access to live Meetings
- removing student access to any/all shared resources
- Upon our return to normal school life sanctions may be administered in light of student conduct during our period of closure