

Remote Learning Code of Conduct

Google Classroom and Google Meet

Dear Parents/Carers,

Please read through and discuss the Code of Conduct as below with your child/ren whilst accessing our Remote Learning offer during live teaching sessions.

Children

- Children should be suitably dressed
- Should attend online as they would if they are in the classroom (do not bring toys etc to the camera screen to show others as this is a distraction from learning)
- Children should have finished eating or drinking (eg not chewing bubble gum whilst they are learning)
- Remember you should not share any personal information on Google classroom or on Google Meets e.g. your address, your birthday or anything regarding your family
- Only login using your own username/login and password.
- Ask permission of a parent/carer when accessing content on different websites or apps, even if the link has come from Google Classroom.
- Google Classroom should only be used for home learning.
- Be polite, friendly, and encouraging in any communication with school staff and other pupils when on Google Classroom.
- Send polite and responsible messages and think carefully about how online messages affect others.
- Mute your microphone when joining a Google Meet and only unmute when your teacher tells you to.
- Please be aware, from the moment you join the meeting we can see and hear you.
- Use the chat function or the hands up function to ask your teacher a question.
- Use the chat function responsibly to discuss the work or to ask or answer a question.
- At the end of the Google Meet, log off when you are told to by the teacher. Do not stay online to chat to friends as you need to get on with your learning tasks.
- You should never record or take screen shots of a Google Meet.

Parents

- Please discuss the rules of Google Classroom with your child so that they fully understand the expectations
- Give your child a suitable area to work, be aware that what is on display behind your child will be on display to the whole class and in school.
- Please ensure that all children, and any adults who can be seen on screen, are appropriately dressed for their Google Meet lessons and registrations.
- Parents should not be on screen during the Live lessons or Google Meets.
- Please provide support to your child when accessing Google Meets and supervise during the meeting if needed.
- Please be aware, from the moment you join the Google meeting we can see you and hear you if you have not muted yourself or turned your camera off.
- The Google Classroom chat feature is only for pupils to communicate with the class teacher. All parental questions should still be emailed to info@cranmere.surrey.sch.uk
- Parents should not contribute during the Google Meets or live-streamed teaching. If a child has a question, they can use the “raise a hand” function or the chat function (if able to do so.)
- No meeting should ever be recorded as this will be a breach of confidentiality and, at times copyright.
- No photographs should be taken at any point during the Live lessons or Google Meets.
- Please ensure that your child has logged off when the teacher asks children to do so. The teacher has a duty to ensure that all children have logged off before they can log off themselves. Some parents have suggested that children can stay online and chat but I respectfully ask that you use another video platform to do this and not Google classroom.