



Student Code of Conduct for Online and Remote Teaching

In the event of school closure during term time, all students are expected to continue with their learning at home; this is especially important for those students who are in the process of completing coursework or preparing for external examinations.

Students are expected to engage in online, remote and home learning. The platform we will use to teach is Microsoft Teams and this can be accessed through a PC, tablet or smartphone.

Students' use of Microsoft Teams and other online software during periods of school closure is governed by the school's usual E-safety and Acceptable Use Policy, details of which are available on the school website. Students may also use websites recommended by the school; parents should be aware that the school cannot monitor students' use these websites in the same way.

Students may contact members of staff through the school email system and through Microsoft Teams and/or other integrated Microsoft programmes.



Student Protocols for Communication during Periods of Online and Remote Learning:

Students are expected to adhere to the following professional protocols when taking part in online and remote learning activities during periods of school closure:

- Students agree to attend The Westgate School online and remote lessons using Microsoft Teams.
- Students are aware that Microsoft Teams is a closed school system and only accessible via [my school Office365 account](#) and should therefore not invite any guests from outside the class or school to join the system through the misuse of login details.
- Students will not give any person details to any members of staff or fellow students i.e. their home addresses, home telephone numbers, mobile numbers or personal email address or have them as friends or contacts on their social networking accounts at any time.
- Students are aware that the Microsoft Teams lessons will be recorded and by attending the lesson, they agree that they are happy for this to be shared solely for educational and safeguarding purposes within The Westgate School that will be stored securely. This also includes the chat function.
- Students should be aware that Microsoft Teams records their entry and exit times for each lesson which will be used as a record of their attendance.
- If students are unable to attend an online and remote lesson, they should email their teacher prior to the lesson where possible stating their reason for not attending.
- Students agree to treat others with respect during online and remote lessons. If the 'Code of Conduct' is not followed appropriately, student may be removed from the online and remote lesson and the 'Behaviour Policy' will be proportionally implemented.
- Students will be positive, adequately prepared and participate fully in online and remote lessons.
- Students will ensure that they have all the resources (pen, exercise book, calculator etc.) they need in advance, so that they do not need to leave and interrupt the flow of the online and remote lesson.
- Students will choose a sensible place to work from – ideally a living room or a shared (quiet) space in their house during the online and remote lesson and dress appropriately (if there is a video issue).
- Student's must ensure that their microphone is muted at the start of the online sand remote lesson, unless otherwise requested.
- Students should always use appropriate language when communicating with staff and their peers.
- Students should always use formal staff-student boundaries when speaking to staff and they should ensure any questions they have remain education based during the online and remote lesson.
- Students should address staff with their usual work title (e.g. Miss/Ms/Mrs/Mr) and should use the raise your hand function if they want to ask a question during the online and remote lesson.
- Students agree that all messages that they send during Microsoft Teams online and remote lessons, or information they upload, will always be polite, sensible and relevant.
- Any other device not in use e.g. a mobile phone, must be switched off and out of sight before the online and remote lesson starts.
- Students should remind parents/carers/family members to be mindful during the online and remote lessons and they may be heard within the session by staff and students.
- If there are safeguarding concerns regarding any aspect of their education, students should email the Safeguarding Team safeguarding@westgate.slough.sch.uk in confidence.