SACRED HEART

Virtual Classroom
Student Code of Conduct

8th January 2021

Virtual Classrooms Policy

Jan 2021

SACRED HEART

Introduction:

During lockdown students at Sacred Heart Catholic High School will be able to access lessons via our 'virtual classrooms' offer using their school Microsoft Teams account. 'Virtual classroom' lessons will be provided by all subjects to all key stages and will follow our usual five lesson day including morning break and lunchtime. The school day will run as follows:

Lesson 1	Starts 9am
Lesson 2	Starts 10am
Morning break	11 to 11.30am
Lesson 3	Starts 11.30am
Lunchtime	12.30 to 1.30pm
Lesson 4	Starts 1.30pm
Lesson 5	Starts 2.30pm

'Virtual Classrooms' - Student Code of Conduct

Attending 'virtual classrooms' from home:

- Students will be provided with a short online 'getting started' session on Friday the 8th of January 2021. Details of the session will be communicated to students and they will also receive a copy of the instructions for accessing 'virtual classroom' sessions
- Students should attend all 'virtual classroom' sessions scheduled unless they are ill or have another genuine reason for absence
- A register will be taken by the teacher at the start of each 'virtual classroom' session to monitor attendance
- If a student is unable to attend the live lesson, your parent/carer must follow the usual procedure and contact school, stating the reason for the absence

Behaviour during remote learning and use of virtual classrooms:

- Students must always follow school behaviour expectations
- Students must always treat others with respect
- Students must not attempt to communicate with each other through the 'Teams Chat' function or through any other Teams application unless directed by the teacher
- Students must always use appropriate language when communicating with staff via Teams
- Students must address staff with their school title in any communication and must always adhere to formal staff/student boundaries

- Students must ensure that all information they upload to Teams and any messages they send during any Teams session is polite, sensible and relevant
- Students must not use racist, threatening, sexist or homophobic language on any application
- Students must not upload any inappropriate images, audio or video to Teams including but not limiting to that which is racist, threatening, sexist or homophobic

Behaviour in 'virtual classrooms':

- Students must always follow our school expectations, whether they are in the classroom or joining the 'virtual classroom' from home
- Students will aim to be positive, adequately prepared and participate fully in any online session
- Students must treat the teacher and the other students in the lesson, with respect during any 'virtual classroom' sessions
- Students must not take secret photos, videos or screenshots of teachers or other students
- If a student is participating in a 'virtual classroom' session from home, any other device not in use, such as a mobile phone, must be switched off and out of sight before the session
- If the code of conduct is not followed appropriately, students may be removed from the 'virtual classroom'

Expectations for the completion of work:

- Students must complete all work in the format set by the teacher
- Students must complete all work by the specified deadline
- Failure to complete work will be followed up by the teacher, Head of Department or Head of Progress

Equipment and organisation for 'virtual classrooms':

- Student webcams are centrally disabled in Teams for Key Stage 3 and 4 students. Sixth Form students should leave their webcams off unless directed otherwise by the teacher.
- Teachers will inform students if they are required to enable their microphone
- Students will choose a sensible place to work from - ideally a living room or shared space in their house, not a bedroom, and they must dress appropriately
- Students must also ensure they avoid backgrounds with personal information such as photographs
- Students will ensure that they have all necessary equipment (pen, pencil, exercise book, calculator etc.) in advance, so that they do not leave and interrupt the flow of the lesson

Teacher Absence:

We will attempt to notify you of a teacher's absence when practicable and alternative teaching arrangements will be put in place

Safeguarding and online safety:

- Microsoft Teams is a closed school system and students must therefore not invite any guests to join the system through the misuse of login details
- Students must not communicate with staff outside school channels e.g. they must not attempt to contact staff using their personal social media accounts, personal email addresses or phone numbers
- Students must be aware that 'virtual classrooms sessions follow a strict GDPR code of practice with reference to the sharing of data, images, video or other personal details
- Students, parents and carers should be mindful that they and other family members and anything in the background, might be seen or heard within the session by staff

If you have any safeguarding concerns, please ring the school directly on 0191 274 7373 and ask to speak to a member of the safeguarding team