



### Online Safety Code of Conduct for Pupils

#### I agree to follow these rules when using the Internet:

- I will not share my username, password or personal information with anyone else
- I will make sure that computing communication with other users is responsible, polite and sensible
- I will not look for, save or send anything that could be upsetting or cause offence. If I accidentally find anything like this I will tell a teacher immediately
- I will only upload materials which are free from copyright and suitable for school use
- I will not deliberately misuse or deface other users' work on the school network
- I know that my use of the Internet is monitored and further action may be taken if a member of school staff is concerned about my safety
- I will be responsible for my behaviour when using the Internet because I know that these rules are designed to keep me safe
- I will not bring a mobile phone to school
- I understand and agree to the rules above and am aware there may be sanctions if I do not follow them

#### Accessing remote learning via Teams

In the event of school closures / pupils having to self-isolate due to Covid 19, teachers will provide learning/deliver lessons online. These may be classroom-based (in the event of pupils self-isolating) or, in the event of school closure, hosted by the teacher in a safe, secure and controlled online environment using the video conferencing facility in Microsoft Teams.

#### Guidelines for online learning: Pupils

If you are self-isolating then you will access the classroom-based lessons using Teams.

If a teacher enables video then their head and shoulders are visible, as are your head and shoulders. You should behave online as you would behave in class.

#### What does this mean when you are taking part in a Teams lesson when NOT in school?

- You should not seek to disrupt or distract either your own learning or those of others with inappropriate use of the digital tools.
- If you feel uncomfortable or feel that anything inappropriate has happened in the virtual environment you should contact Mr O'Brien, Headteacher via [ourladyadmin@olsa.org.uk](mailto:ourladyadmin@olsa.org.uk)
- You should turn up for a Teams lesson on time and with the appropriate equipment for that subject.
- You should end the Teams lesson when the teacher tells you it has finished.
- You should not have a mobile phone with you when the lesson is taking place.
- You should not take part in the Teams lesson in your bedroom: use another room/area in the house.
- You must not take photos or screen shots at any point in the lesson.
- All work uploaded to Teams should be your own.
- You should stay focused and quiet when involved in a Teams lesson.
- You should dress as you would for a non-uniform day at Our Lady & St' Anne's.
- You should know how to communicate with the teacher, and with other students, during the Teams lesson, and you should follow these rules throughout.
- You should ask permission to leave your Teams lesson (for example, to go to the toilet); this should be done using the 'raise your hand' function.
- You should not have drinks (other than water) or eat any food during the lesson.