



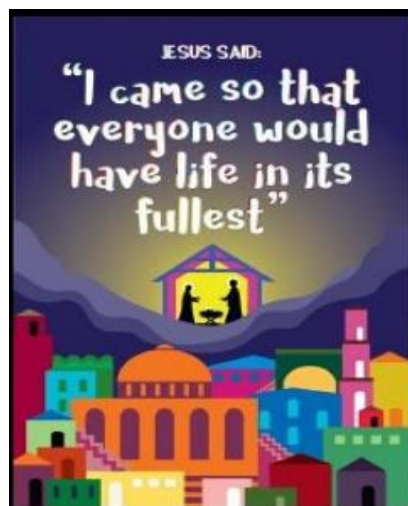
Online learning Code of Conduct for parents Policy

St Luke's Christian ethos underpins all aspects of its policy and practice

## St. Luke's CE Primary School

Where children *flourish*, are *happy* and *succeed*. Living their life to the full.

Believe and Achieve



Working together to be happy; to flourish; to succeed through our Christian Values of friendship, love, patience, forgiveness, trust and respect.

***“I have come that they may have life and have it to the full.”  
John 10:10***

**St Luke's CE Primary School**  
**Online Learning Code of Conduct for Parents.**



At St Luke's CE Primary, we believe that the educational benefits to pupils from access to internet far outweigh the possible disadvantages and as such, we encourage pupils to make use of technology, including educational resources available on the internet.

To guard against accidental access to materials which are inappropriate in school, we use a filtered internet service specially designed for use in schools. All activity on the school's internet, devices and online learning platforms is monitored and anything can be retrieved, even after it has been deleted. However, it is not possible to provide 100% assurance that pupils will not accidentally come across material which would be inappropriate.

Therefore, before they access school's internet, devices, and online learning platforms, we ask that all pupils and their parents read and sign our Online Learning Code of Conduct.

**Use of Devices/Internet in school:**

I understand that my child:

- Will learn and create online and will also communicate and collaborate with other pupils within their class/the wider school
- Must only use the software/apps/websites that are appropriate for use in school
- Must treat the school's electronic devices and learning platforms with respect and must behave appropriately online
- Must not bring their own electronic devices into school. If they are found with an electronic device, it will be confiscated, and I will be called to collect it

**Remote Learning at Home:**

I understand that:

- Teachers will set work online through Microsoft Teams and that it is my responsibility to ensure my child knows what needs to be completed and when
- When accessing online/remote learning, my child must use their devices in communal, family areas, not their bedroom
- My child will have a school email address which can only be used to communicate internally with staff and other pupils. *They may contact their teacher by sending an email from their school account to the class email address. Teachers will not reply to any emails from children's personal email accounts.*
- Teachers will respond to emails/comments from pupils during the hours of *8.30am – 3.30pm*
- The Chat aspect of Microsoft teams will be activated to allow children to communicate in a safe, monitored environment. Messages sent via the Chat cannot be deleted. I will talk to my child about using the Chat aspect of MS Teams appropriately and explain that their access will be removed if it is used inappropriately.

- Normal classroom standards of behaviour will be expected and that if these are not adhered to, access to these online learning may be removed.
- My child may, at times, have to attend a video lesson, where they can be seen and heard by their teacher and classmates. On these occasions:
  - Appropriate clothing must be worn, including any family members in the background
  - Appropriate language must be used, including any family members in the background
- My child must not take screen shots/recordings of the any online lessons/content provided and that that no images/videos of online learning should be shared, either within or outside the Microsoft Teams

### **Code of Conduct Agreement**

As a parent or guardian, I have read and understood the Online Learning Code of Conduct for Parents. I have also read the Online Learning Code of Conduct for Pupils and have discussed this with and explained it to my child. I understand that if my child fails to follow the Online Learning Code of Conduct, their individual access to school devices, internet and online learning platforms will be withdrawn, and I will be informed.

Parent/Guardian Name: .....

Signature ..... Date: .....