

# Online Learning & Behaviour Expectations





**Be Safe**

**Be Respectful**

**Be Responsible**

## What should you to do be safe?

- Remember to log out at the end of each day.
- Think about what you are posting in the comments as everyone in your class: your teacher, Mrs Kirman and Mrs Corbett can see this.



- Dress appropriately and in a way that you would be happy for everyone to see you face to face.
- Think before you speak or make comments - would you say that usually in school or in front of your teacher?
- If you log in early and no adult is there yet you should mute your mic and turn off your camera until the adult arrives.
- Leave the meeting at the end - the adult will leave last when everyone else has gone.

## What should you to do be respectful?

- Be kind and positive about other people or their work.
- Be respectful to others who ask any questions.



- Mute your mic when someone is talking and listen carefully.
- Have your camera turned on and look at the screen. Try to concentrate on the meeting. It helps if you are able to work in a room without any distractions.
- If you want to ask a question or speak, write a comment in the box or press the hand button. Your teacher will then invite you to speak at a suitable time.

## What should you to do be responsible?

- Complete all of the work set and submit it. If you cannot do this by the time set, at least try to do it by the end of the day.



- Make sure you are logged in on time and have everything you need for the meeting.

If you are unable to access your classroom or are having technical issues, ask an adult to phone school or email [remoteteaching@newstead.outwood.com](mailto:remoteteaching@newstead.outwood.com) and I will try to help resolve these issues.

If you are stuck with your work, ask your class or your teacher using the class comments and we will do our best to help you..

## Mobile phone Do's and Dont's



- Do not have your mobile phone on during meetings unless you are using it to access the lesson.
- Make sure notifications are on silent if you are using to access the lesson.
  - Do not photograph or video meetings.
- Do not send messages to one another during meetings.
- Do take a photographs of your work (only) with your device or phone to upload if you have no other way to hand it in.
- Do contact your friends to help one another with work during independent work time.
- Do keep in touch with one another socially during outside of the school day.

**REMEMBER - lots of parents check their children's phones regularly (which is the responsible thing to do) so if you are sending inappropriate images, videos or messages - it is highly likely that someone will contact school and show us them!**





