



Students are reminded that all of the school's policies, notably the Code of Behaviour and the Acceptable Use Guidelines below, apply during online classes.

The students' school email account will be used to control access to each virtual lesson. Care is needed to ensure the online security of everyone involved.

When students join a virtual lesson, their device cameras and microphones are off by default (this setting is controlled by the teacher). However, as the virtual classroom provides an opportunity for participation, teachers may, at their discretion, encourage some audio and/or video interaction with students.

No live recording of student and/or teacher interaction will be done using a videoconferencing platform. This is to respect the personal data of all, both teachers and students, who participate in each virtual lesson. All are reminded that no recording (or screen photograph) of any part of the video lesson should be made by any other means. The recording and onwards sharing of personal data would be unlawful as well as a contravention of the school's policies.

The school appreciates your support to ensure that best learning outcomes are achieved while also respecting everybody's privacy at home. If at any stage you have any concerns or wish to provide any feedback then please contact [Louise Marshall](#).

How to conduct yourself responsibly online with teachers and fellow students (classroom rules still apply to online lessons):

- a. Video conference from an environment that is quiet, safe and free from distractions.
- b. Be on time for your interactive session.
- c. Be dressed appropriately for learning (e.g. no pyjamas).
- d. You must use your own name as your screen name.
- e. Remain attentive during sessions.
- f. Provide feedback to teachers about your experiences and any relevant suggestions.
- g. You **MUST NOT** record or screenshot each other's online interactions or the video lessons.
- h. You **MUST NOT** share pre-recorded lessons publicly.
- i. Make sure you end the session as soon as the teacher tells you to do so.