



Student Online Code of Conduct

Students should:

- Login to Google Classroom and join your class at the start of the lesson. All work for the lesson will be posted to Google Classroom in your respective classrooms.
- Periodically check your Google Mail and also the Google Classrooms that you have been invited to;
- If a teacher invites you to a Google Meet, accept this. Follow the teacher's instructions if they want you to enable or disable video and/or audio.
- Always follow the instructions of the teacher, particularly when using video-streaming;
- Always be kind when sending messages to other students or teachers;
- Be mindful of wider safety considerations when using the Internet;
- When in a video-streaming lesson, be mindful of others by turning off your microphone and video at the beginning of the lesson, and only switching on your microphone to ask a question if directed to by the teacher;
- Download and use Google Chrome on desktop/laptop computers to access Google Classroom;
- On iPads, download Google Classroom, Google Drive, Google Docs, Google Slides, Google Sheets and Google Meet;
- For both platforms, ensure that you also have the PowerPoint app downloaded;
- When submitting work, follow the instructions of your teacher. This might be in the form of a photo or video or could be written work submitted via Google Docs or Slides
- If you need to contact a teacher, use email in the first instance;
- Be aware of your environment when using the video facility of Google Meet: be in a quiet place and be mindful of personal dress and appearance;
- Only use Google Meet during school hours and not for contacting each other outside of a lesson. Leave the Google Meet promptly at the end of the lesson.

Students should never:

- Send anyone a message which is not kind and honest;
- Use offensive language in a message or video-stream;
- Remove or mute other students in a video-stream;
- Join a Meet where you have not been invited by the teacher and are not part of the class;
- Comment on a classroom's stream unless being asked to do so by a teacher;
- Use any other person's work or copy and paste information that is not your own;
- Host their own Google Meet;
- Video or screenshot content from a Google Meet;
- Start a conversation on the stream of a Google Classroom;
- Share content from Google Classroom or Google Meet on social media.

In the event the code of conduct is broken you will be removed from the current classroom, the sanction will be recorded on your behaviour record on Bromcom. In more serious cases, your account will be disabled. In this case a reintegration meeting will take place with a relevant member of staff in which your parent/carer will need to be present.