

## **The Langley Academy Distance Learning Code of Conduct for students who are self-isolating /quarantining**

*Learning from home due to the need to isolate/quarantine will be a new experience for most people and we will all be working together to get used to it. It is important to be clear about what the expectations will be from the start so please read this document carefully.*

1. You will be expected to check your email every weekday morning between 8.20 and 8.40am. You have been shown how to do this.
2. You should also check Showmyhomework <https://www.satchelone.com/login> every morning at 8.20am for lesson tasks. This will allow you to plan your day and complete work as expected.
3. If you are not able to take part in lessons/complete activities due to ill-health please ask your parents to email [Nathelia.Richardson@langleyacademy.org](mailto:Nathelia.Richardson@langleyacademy.org) to let The Academy know.
4. It is important that you keep in regular contact with your teachers so that they know how you are getting on with the new systems and being at home, and if you have any concerns please let them know.
5. Wherever possible, you must be online and following each lesson at its timetabled time.
6. If using a laptop or home PC, you should use Google Chrome when accessing Microsoft Teams in order to be able to fully participate in your lessons.
7. If taking part in a Microsoft Teams lesson, you must be appropriately dressed (no pyjamas please!)
8. You should plan to do your work at a desk and in a quiet place if possible, as you would in The Academy.
9. You must behave in an appropriate way when taking part in online learning. The same rules apply as they would in the classroom, for example listening to the teacher, and to others and ensuring there is a purposeful working environment for everyone. You should only have the materials you need for your lesson with you. Devices not needed for your lesson (e.g. phone, iPad) should be out of your way so that they do not disrupt your learning.
10. When taking part in a Team meeting, your microphone must be muted unless the teacher tells you otherwise. You must not cover your camera as your teacher will need to be able to see you.
11. It is your responsibility to complete the tasks set by your teachers. If you are unsure of what to do, it is your responsibility to ask your teacher for help.
12. Once you have completed a task on Showmyhomework, you must submit it so the teacher knows it is done.

13. Attempting to record or photograph and then share any video or images taken during an online lesson on any social media platform is strictly forbidden.
14. By bringing teaching into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons is between the teacher and pupils alone and not other people in the household.
15. The School is able to monitor your use of the Microsoft apps even when you are at home. As a result, you must use your device appropriately and in line with the Academy's Acceptable use of the school's ICT systems and internet agreement for pupils and parents/carers, which all students and parents/carers have agreed to when joining The Academy.

### **Personal responsibility**

I understand that I am responsible for my actions, both in and out of The Academy:

- I understand that The *Academy* also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of The Academy and where they involve my membership of The Academy community (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include ACE placements on our return/ fixed term exclusions and loss of access to The Academy network / internet, contact with parents and in the event of illegal activities involvement of the police.

### **Safeguarding and concerns**

If you are concerned, worried about another individuals actions, have been subjected to abuse during any of the on lines sessions offered, then you must report this to the classroom teacher if it happened during an online lesson. If something has occurred with a student(s) on line outside of the lesson time, you would follow the normal procedure and contact your Raising Standards Leader with a full explanation of what has occurred, attaching any evidence you may have.

In addition, if you feel that your safety or that of anyone else has been compromised in any way, you can always contact the safeguarding team directly on [safeguarding@langleyacademy.org](mailto:safeguarding@langleyacademy.org) who will do everything they can to support you and take action as required.

**Remember, stay safe and be responsible... Your Safety, Your Responsibility.**