



The Meadows

Primary School

'Class Catch Up'

Pupil Code of Conduct

2020-2021



When participating in online meetings, such as our 'Class Catch ups', I will use my Internet Legends pillars to help keep both myself and others safe online.

I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use. I will demonstrate being 'Kind', one of our Internet Legend pillars.

- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible, and is solely work related.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at The Meadows Primary School.
- I will not record or take photos of my peers or teachers during a face-to-face session.
- I will not share any school content on social media platforms.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged by the IT Manager and my teachers.
- I understand that these rules are designed to help keep me safe and that if they are not followed, my parent may be contacted and I may be removed from the live conferencing.
- I will only take part in 'live' streaming if a responsible adult knows that I am doing it and is at home to supervise.
- When participating in a 'Class Catch Up' meeting on Microsoft Teams, I will ensure that my camera is on. As I will be visible on screen, I will be dressed appropriately. I will take part in my meeting in a quiet room that is not my bedroom, where only I will be visible on camera.
- When participating in a 'Class Catch Up' meeting on Microsoft Teams, remember that this is an extension of the classroom and you and other members of your household should conduct yourself as you would when on your best behaviour in school.

This includes:

- Be on time for your interactive session

- Be dressed appropriately for learning
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers using appropriate language
- If you are disruptive during a live lesson, you may be asked to leave the group and

Your parent will be contacted.

- Video conference from an environment that is quiet, safe, public and free from distractions.
- You MUST NOT record each other's online interactions.
- Make sure you end the session as soon as the teacher indicates to do so.

Microsoft Team Disclaimer

Under General Data Protection Regulation (GDPR), in order for your child to use Microsoft

Teams, we require your consent. Please read the Code of Conduct below before sharing these with your child. We ask you to complete the form on Parentmail as consent that you give permission for them to access the platform in agreement with the conditions set out in the Code of Conduct below. We will not invite any children into a Teams meeting without confirmation that Code of Conduct has been read and agreed.

For more information on GDPR, please visit

<https://ec.europa.eu/info/law/lawtopic/dataprotection/reform/rights-citizens>.

Appendix 1

At The Meadows we understand the importance of teaching children to become independent online citizens. Our whole school approach revolves around Google's Internet Legend characters to teach the children the four cornerstones of Online Safety:

Sharp – 'Think Before You Share'

Alert – 'Check It's For Real'

Secure – 'Protect Your Stuff'

Kind – 'Respect Each Other'

Brave – 'When in Doubt, Ask'

**Think Before
you Share**

Knowing what's OK to share on the internet and what's not

**Check it's
For Real**

Spotting the clues for what's real, fake, misleading or a scam online

**Protect
Your Stuff**

Learning how to keep information secure online and create strong passwords

**Respect
Each Other**

Understanding what it means to be kind online and respect other people's privacy

**When in
Doubt, Discuss**

Asking for help from a parent or trusted adult with tricky situations online

For more information about Internet Legends, see this page:

<https://www.meadowprimary.co.uk/internet-legends>

Appendix 2

To be completed on Parentmail prior to the first 'Class Catch Up':

Pupil

I _____ have read, understood and agree to the terms set out in the Microsoft Teams Code of Conduct.

I _____ understand that failure to comply with these terms may result in me being removed from my 'Class Catch Up' on Teams.

Parent/Carer

I _____ have read, understood and agree to the terms set out in the Code of Conduct.

Signed (Pupil):

Date:

Signed (Parent/Carer):

Date:

