

APPENDIX A

Code of conduct for live online communication

This code of conduct addresses live online interactions between students and their teachers, between students and also governs individual actions.

Teachers and students have a shared responsibility to establish and maintain a positive and supportive online learning environment and therefore must:

- treat any audio or video call as a live lesson environment with the same expectations of appropriate behaviour and interaction as in school;
- ensure that all communications using school forums relate only to the course of study or to pastoral support, just as in school;
- be polite and courteous in all communication, whether written or spoken. Obscene, profane, threatening, or disrespectful language or images, posting or uploading anything inappropriate, off-topic, offensive, abusive or illegal to school forums will be addressed in line with school disciplinary policies;
- treat all participants with respect;
- be on time for all virtual classes;
- turn off or silence mobile phones during live interactions;
- dress appropriately, as if attending a school event (uniform, of course, is not required!);
- choose an appropriate venue and have due regard to anything in their environment which may be seen or overheard during a live conversation or video communication, exercising judgement about whether typed 'chat', audio or video is most appropriate for the circumstances;
- where streaming video, use the facility on Teams to blur the background or substitute an alternative.

Students also agree:

- to inform their teacher in advance if they are unable to attend any pre-arranged meeting or lesson;
- to address all teachers as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable;
- to show a positive commitment to your own development and learning.
- to show respect for other learners' development. Muting or ending (another) student's participation is unacceptable;
- mute their microphone unless they want to speak and use the 'raise hand' feature until called on by the teacher (this may not be necessary in small classes, but improves the quality of communication for larger groups)
- to share any concerns about another student with their teacher, tutor or Head of Key Stage and let their tutor know immediately if they feel unsafe in a virtual classroom;

- not to screenshot participants or record any meetings without prior agreement of the teacher. Please note that all members of a meeting are automatically notified of any recording and the recording is automatically shared with all participants;
- not to share via social media, or with anyone other than class members, any recording provided by the teacher.

Teachers also agree:

- to maintain a record of student absence;
- to report anything of concern to tutors, Heads of Key Stage, parents/guardians or DSLs, in line with standard school procedures;
- not to share recordings of lessons with anyone other than class members or, where necessary, with other Derby High teachers;
- to be the last person to leave any meeting with students.

Parents agree:

- Not to access a child's Teams account without their child;
- Not to complete work distributed on Teams on behalf of their child;
- Not to screenshot, record, upload or distribute any online communication with teachers, e.g. parents' evening appointments.