Ashlyns School

Virtual Learning Curriculum Student Code of Conduct

Students should:

- Use RMUnify to access Google Classroom and Google Meet. These can be accessed in this way via any device, including a phone.

- Log in to Google Classroom in your normal timetabled lesson pattern, starting at 8:35am and finishing at 3.20pm, with the usual break and lunch. All work for the lesson and live lesson links will be posted to Google Classroom. Tutor time activities will be posted in Google Classroom and should be completed independently during tutor time.

- You should aim to work a usual school day. Have a copy of your timetable to hand as you will work through it in the timetabled order, going to each Google Classroom at the time for that lesson to receive instructions and links. Lessons set will last for around 45 minutes rather than 60 minutes to allow time for breaks and logging into Google Meets, etc.

- Check your Google Mail and the Year Group Google Classroom daily.

- Students should only be sending messages to staff or other students that are work-related and language used within any work related messages should be formal and professional. Messages to other students should only be upon the instructions of the teacher.

- 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 Google Classroom, but be aware that teachers might not be able to respond for a while as they may be teaching other lessons.

If your class is due to be 'live-taught' via a Google Meet:

- Teachers will put a link in Google Classroom just before the lesson is due to start; please click on the link at the beginning of the lesson. Links are scheduled and may not appear until the beginning of the lesson. They must not be shared with anyone else. You are expected to attend all live lessons and to be on time in order that the teacher can start the lesson promptly. Live teaching will not necessarily last the whole lesson; where it best fits the scheme of learning teachers will explain and set tasks and then you will complete the task and submit it where appropriate via Google Classroom. Open any documents also attached to the lesson before you join the Meet, as Meets can slow down your device.

- Always follow the instructions of the teacher, particularly when using live-streaming.

- When in a live-streaming lesson, be mindful of others by turning off your microphone and camera **before** you enter the Meet, and using the chat function only when directed to do so by your teacher. You may only turn on your microphone when specifically directed to do so by the teacher during class discussion, for example. If, in a sixth form lesson, the teacher invites you to turn your camera on, please first blur your background and ensure that you are appropriately dressed for school. **Backgrounds must always be blurred if a camera is on.**

- 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. (this is in case of any inadvertent camera use; remember cameras should not be turned on)

- Only use Google Meet during school hours and not for contacting each other outside of a lesson. Ensure you are accessing Google Meet from your school account and not a personal Google account; you will not be admitted to the Meet under any other account but your school one.

- Only students from that class should take part in the Google Meet; other family members should not contribute.

- Be mindful of wider safety considerations when using the Internet and remember that everything you do on your school network is captured. All lessons on Google Meet may be recorded.

Students should never:

- send anyone a message which is not work-related, 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 they 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 their own
- host their own Google Meet
- video or screenshot content from a Google Meet
- share content from Google Classroom or Google Meet on social media or in any other way