

Online learning acceptable use policy for pupils



When using the internet, pupils should continue to follow the **SMART** rules used in school.

S – safe **M** – meeting **A** – accepting **R** – reliable **T** - tell

The following are guidelines for pupils which should be followed when using Zoom, Google Classroom, Google Meet and other G Suite apps. It is important that students are supported to follow these guidelines at home and school as teachers reserve the right to temporarily remove or restrict any pupil's access the Google Classroom for improper use.

- I will try my best to complete work for all lessons set each day and submit the work on time.
- I will only use Google Classroom as directed by my teacher and will only post content relevant to my learning.
- I will not take photos or record Google Meet/Zoom sessions.
- I will make sure that my communications whilst using Google Classroom or Zoom is always supportive of my learning and the learning and wellbeing of others.
- When taking part in live sessions, I will make sure that:
 - a) My environment is quiet and free from distractions.
 - b) The background is appropriate and as neutral as possible.
 - c) I am attentive.
 - d) I communicate in a courteous way at all times to both teachers and fellow pupils.
- I will not share my username, password or other account information and will report any possible unauthorised use of my account to the school immediately.
- Pupils will not use Google Suite to share personal information, such as full names, locations, family information or phone numbers ETC.