



Glebe Code of Conduct for Online Sessions – January 2021

It is important that all students follow the code of conduct for online sessions at all times.
If parents do not consent for their child to be at the session, please do not allow them to log in.

Attendance at the session means that parental consent is given.

Our software will record the live session for everyone's safety.

These recordings should not be shared or saved.

When taking part in any online or live session I agree to:

Netiquette



Keep my login details and passwords safe and never share them with anyone else.

Join the online lesson using my school account at <https://office.com>.

Recognise that I will be removed from the online session and receive further sanctions if my behaviour does not comply with this Code of Conduct.

Support staff will be attending the session as well as the Tutor for student and staff safety.



Make sure you are muted when you are not talking.

Speak when invited to do so and then unmute yourself.

Turn off background noises like music.

Rules



Arrive on time.

Join the session and wait in the online lobby (waiting room) until the teacher invites you in.



Follow my teacher's instructions, in the same way I would in a real classroom.



Be polite, kind, and show respect to my teacher and fellow students.

Never do, or say, anything that would be inappropriate or make others feel uncomfortable.

Do not disrupt the session in any way.

Never display anything inappropriate in my profile, in the chat, or anywhere on Teams.

Participate in the session, answer questions, share ideas when asked by the teacher.

Not use the chat function, until the teacher instructs me to.



No one should take photographs, clips, videos or in any other way record any part of the lesson or share these further.

At the end of the session

Leave the session immediately when instructed by the teacher and do not re-join.