

CSIA REMOTE LEARNING ACCEPTABLE USE POLICY



As part of our distance learning offer, students in all year groups may access 'live lessons' alongside lessons set on Google Classroom. This Policy operates alongside our standard school policies including our Student Acceptable Use Policy.

Teachers who wish to make use of Zoom will post meeting links and passwords on Google Classroom prior to lessons starting. The meeting ID and password must never be shared with any other person and these codes should never be shared or publicised on social media.

To safeguard the school community, students must adhere to the following protocols for live lessons as outlined below:

- Students must only login using their CSIA Google account username@cambornescience.co.uk. Logins must not be shared. Students must only use the online platforms provided for school-related work.
- When signing in for their live lesson, students must use their full name.
- During a live lesson, students will be able to hear and/or see their teachers. However, students should not be able to use their cameras so they will not be able to see each other. Students will be able to communicate with the teacher through the typed chat function.
- At all times, unless directed otherwise by the teacher, the student's microphone function must remain switched off.
- Only the teacher will allow students to unmute the students' microphones if they want to ask or respond to a question raised by the student during a live lesson.
- Recording or taking images by students during live lessons are strictly prohibited.
- All the normal rules that we use at school apply online too. Any actions that disturb the learning of others or interrupt the presentation may result in the teacher removing the student from the live lesson and will result in sanctions.
- Chat functions must be used responsibly
 - Students must not use language which may be offensive to others (such as racist, sexist or homophobic/transphobic language or language which offends those with disabilities)
 - Students must not post content including links, pictures or content that would be considered offensive, including but not limited to pornographic, racist, violent, illegal or illicit content.
 - Personal information including addresses, credit card details, telephone numbers and photographs must not be shared.
- Be aware that some live online sessions may be recorded by the teacher, transcripts of chats can also be saved.

REPORTING ONLINE SAFETY ISSUES

Speak to a trusted adult

Contact CSIA Reception 01209 712280

Contact CSIA year teams www.cambornescience.co.uk/parent-and-student-enquiries

Contact Childline 0800 1111 or click CEOP www.ceop.police.uk/safetycentre