

ICHS Online Home Learning Responsible User Agreement

General Guidance:

- I will only use the online material and technology for school purposes as directed by my teacher.
- I will not, under any circumstances, record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any school resources or online materials outside of ICHS.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use. I understand that language and actions that are not appropriate in school are not appropriate in an online teaching and learning environment.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will speak when I am invited to do so and not otherwise, I understand that this allows all those involved in the session to participate fully. I understand that this may mean that I am asked to mute my microphone or my teacher may mute it for me.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I understand that when using ClassCharts and other applications provided by the school including email and Microsoft Teams that my use can be monitored and logged and can be made available to my teachers.
- **I understand that these rules are designed to help keep me, my fellow students and teachers safe and that if they are not followed, school sanctions will be applied and my parent will be contacted.**
- I will inform my parents of any online sessions I am joining so that they are aware of my online activity and can help to stop other family members accidentally disrupting sessions.

Using Teams and other online platforms:

When using Teams, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Participate from an environment that is quiet, safe and free from distractions
- Be on time for your interactive session
- Be dressed appropriately for learning
- Remain attentive during sessions. Concentrate fully on the session. Do not allow yourself to be distracted, this ensures everyone gets the most out of the session.
- Interact patiently and respectfully with your teachers and peers
- Try to keep your comments short and purposeful. The most successful virtual lessons are short, focused and purposeful.
- Turn off your mobile phone (unless you are using it to access the session)
- You **MUST NOT** record any aspect of each other's online interactions.
- Make sure you end the session as soon as the teacher indicates to do so.
- Mute your microphone when asked to so by the teacher; this is because background noise can be disruptive and it also stops everyone speaking over each other