



King's Remote Learning Pupil Code of Conduct

In the event that pupils have to be taught remotely (not in the school buildings), the following rules apply to pupils in the Senior school and Preparatory school ensure that everyone gets the best chance of learning while not in a normal school classroom:

Pupils should:

- Log in to Google Classroom using their school email address and password every morning at 8:30am and leave a comment on their Tutor Group's Google Classroom Stream;
- Make sure you have accepted all Google Classroom invitations from your teachers; ask your teacher via email for the joining code if you cannot see/access the Classroom;
- Check the Google Classroom of the lesson they would have had that week and that day for work posted by their teacher;
- If a teacher invites you to a video-stream you'll be expected to prioritise the lesson you would have had at that time first;
- Do the work as set by subject teachers in the times lesson would have been taught if lessons were happening in school as normal;
- Always follow the instructions of the teacher, particularly when using video-streaming;
- Keep your username and password a secret, but share it with their parents/guardians if asked;
- Always polite when sending messages to other pupils or teachers;
- Always tell a teacher if you see, hear or read anything which makes you feel uncomfortable while using the internet;
- When in a video-streaming lesson, be mindful of others by turning off your microphone and video at the beginning of the lesson, and only switching on your microphone to ask a question;
- Download and use Google Chrome on desktop/laptop computers to access Google Classroom;
- On iPads, download Google Classroom, Google Drive, Google Docs, Google Slides and Google Hangouts Meet;
- When submitting work, use either a Google Doc, Google Slides, a PDF or a photo - try to avoid using Keynote and Pages for submitting work;
- If you need to contact a teacher, use email in the first instance, but be aware that teachers might not be able to respond for a while;
- If there is a chance you might be using your webcam to participate in a video-streaming lesson, only use the video facility of Google Meet if you are not in your bedroom or bathroom and be mindful personal appearance;
- Only use Google Meet during school hours.

Pupils should never:

- Send anyone a message which is not kind and honest;
- Use bad language in a message or video-stream;
- Remove or mute other pupils in a video-stream;
- Comment on a classroom's stream unless being asked to do so by a teacher;
- Used any other person's work or copy and paste information that is not your 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.