

Code of conduct for live online communication

Student code of conduct is available separately.

This code of conduct addresses live online interactions between teachers and students and governs individual actions.

Code of conduct for online interactions (e.g. MS Teams / SchoolCloud parents' evenings)

Teachers (and students) have a shared responsibility to establish and maintain a positive and supportive online learning environment and therefore must:

- Treat any audio or video call as a live lesson environment with the same expectations of appropriate behaviour and interaction as in school;
- Ensure that all communications using school forums relate only to the course of study or to pastoral support, just as in school;
- Be polite and courteous in all communication, whether written or spoken. Obscene, profane, threatening, or disrespectful language or images, posting or uploading anything inappropriate, off-topic, offensive, abusive or illegal to school forums will be addressed in line with school disciplinary policies;
- Treat all participants with respect;
- Be on time for all virtual classes/lessons/appointments;
- Turn off or silence mobile phones during live interactions;
- Dress appropriately, as if attending a school event;
- Choose an appropriate venue and have due regard to anything in their environment which may be seen or overheard during a live conversation or video communication, exercising judgement about whether typed 'chat', audio or video is most appropriate for the circumstances;
- Where streaming video, use the facility on Teams to blur the background or substitute an appropriate alternative.

Teachers also agree:

- to maintain a record of student absence;
- to report anything of concern to tutors, Heads of Key Stage, parents/guardians or DSLs, in line with standard school procedures;
- not to share recordings of lessons with anyone other than class members or, where necessary, with other Derby High teachers;
- to be the last person to leave any meeting with students.

Parents agree:

- Not to access a child's Teams account without their child;
- Not to complete work distributed on Teams on behalf of their child;
- Not to screenshot, record, upload or distribute any online communication with teachers, e.g. parents' evening appointments.