

St Joseph's Catholic Primary School

Code of Conduct for Remote Teaching

This code of conduct establishes guidelines for teaching and learning via remote environments, or any form of education that relies primarily on IT services. The term e-resources is used throughout the code to refer to any type of tool, resource, or platform that may be utilized for educational purposes. The communication tools used by St Joseph's Catholic Primary School are Tapestry (for Reception pupils) and Seesaw (for pupils from Year1 to Year 6).

For students and parents/carers

1. Remote classroom

- a) Set up your own study space well in advance of the lesson. Make sure you are able to work quietly, in an environment where you can focus without being disturbed by family members or housemates.
- b) Use polite language when communicating via remote environments, and conduct yourself in a respectable manner towards your peers and your teacher.
- c) Comply with the rules your teacher will establish inside the online classroom

2. Communication outside of remote classrooms

- a) Respect the methods and times established by your teacher for contact hours.
- b) Abide by the aforementioned rule on being polite in all electronic education-related communications.
- c) Frequently check the school website, Tapestry or Seesaw to stay up-to-date with any changes or new information shared with you by your teacher or school

3. Accessibility

- a) Inform your teacher if you do not have access to a stable internet connection, and/or a desktop/laptop/mobile device on which you can attend sessions and hand in assignments.

4. Privacy & General Data Protection Regulation Compliance

- a) It is prohibited to share documents and/or communication that are exclusive to the remote online environment with outsiders or third parties.
- b) It is prohibited to take screenshots of, or record any of the e-resources used within the course.

For teachers**1. Formal clarity**

- a) Clearly inform pupils on what resources you will be using.
- b) Explain what the resources will be used for.
- c) Inform pupils how their work will be used and stored.
- d) Instruct students on how to work with, and/or access these resources.

2. Assignment clarity

- a) Specify in advance how, where, and when pupils have to upload their online assignments.
- b) Use standardized software/files as much as possible to minimise technical issues for pupils.

3. Information on communication

- a) Instruct pupils on how you will communicate with them, and how they should communicate with you