

Online Meeting Code of Conduct- Pupil Participation

Please share this with your child prior to an organised meeting and ensure they understand the rules.



- Please arrive on time for your meeting. You may have to wait to be admitted by a teacher.
- Only access the class session you are invited to.
- The meeting link is not to be shared with anyone else.
- Please do not record meetings or take any screenshots, photos or recordings of any virtual sessions.
- Meetings may be recorded by the host teacher for safeguarding purposes. This recording will be stored by the teacher and will not be shared online.
- The device being used should be identified by the pupil's name.
- Sit in a quiet spot in your house with limited distractions eg. TV, noise.
- Keep your microphone on mute unless specifically asked to unmute by the teacher.
- Don't type anything in the chat unless you're asked to do so.
- Dress appropriately- no pyjamas!
- Keep your device in one spot with an appropriate and neutral background.
- Children's faces should be visible.
- Make sure there is an adult nearby (within earshot) of your conversation at all times.
- Ask an adult for technical assistance if needed.
- As expected of any class interaction, participants are to treat each other with courtesy and respect.
- Smile and be yourself!