

## **Student Acceptable Use Policy**

### **COVID-19 Distance Learning Addendum: March 2020**

Distance learning requires teachers and students to adapt normal classroom routines to the online world, but the normal high expectations of respectful behaviour will remain. These expectations are consistent with TLG's e-safety policy and the previously signed ICT acceptable use agreement.

1. The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
2. Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated. Any profile names used for on-line and distance learning must follow teacher recommendations.
3. Any visual or audio file shared with others must be appropriate to the learning task. Staff will check the suitability of any files uploaded by students and will follow normal discipline procedures if inappropriate material is discovered.
4. There is an expectation that students will engage in online collaborative work when requested by their teacher, work in a respectful and helpful manner, following instructions carefully.
5. Students are expected to take reasonable steps to complete learning tasks in the timescales set by teachers so as to maintain progress in their studies. Distance learning requires greater self-management of task completion by students, given the absence of physical face-to-face teacher contact. Staff will be understanding in regards to genuine reasons for delays to the completion of set tasks so it is important to keep in regular contact to inform them of any issues that might cause delays in the completion of set work.
6. It is expected that students will engage in any on-line lessons in a manner as similar to regular classroom learning as possible. This includes: not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher, nor are other functions on computers.
7. Students are not permitted to share links/ meeting I.D./ passwords to on-line conference sessions with anyone else outside of the invited group.