



Churcher's College (Senior School)

Remote Learning Guidelines for Pupils

Remote learning requires access to online platforms and services maintained by the School and will require you to communicate with teachers and fellow pupils in a sensible and considerate manner.

The guidelines set out below are in addition to the [Pupil IT Acceptable Use Policy](#).

1. When participating in remote online lessons, you should observe the same high standards of conduct and behaviour that are expected of you in a lesson at school.
2. You must only contact staff through school channels – Microsoft Teams, Firefly or the Churcher's College email system.
3. If you are participating in an online lesson, you should keep your microphone on mute unless directed otherwise by the teacher. You must not mute other participants or remove others from the lesson.
4. You should not use the chat function in MS Teams with other pupils during a lesson, unless instructed to do so by your teacher.
5. If you are participating in an online lesson or using video messaging with a teacher, you do not need to wear school uniform but you should ensure that you are appropriately dressed; the guidance for a "non uniform" day at school should be followed.
6. You should find a suitable place to attend online lessons. Ideally you should be in a quiet area of your home and should be seated at a desk or table. You should have all relevant books and writing materials to hand, as you would in a lesson at school. It is also helpful to have access to headphones.
7. You should not eat or use your phone/social media or listen to the radio/watch television during an online lesson.
8. You are not permitted to record online lessons or take screenshots. Teachers may record lessons for safeguarding and/or educational reasons.
9. Remember, you are responsible for your actions, conduct and behaviour when using technology at all times. You must not post offensive or discriminatory content to any school maintained platform (including the chat function in MS Teams) and should always be courteous and respectful when communicating with your teachers and fellow pupils.