



Code of Conduct for Pupils during Online Learning

This code of conduct outlines what we expect of Ballyoran Primary School pupils during Online Learning.

Much of this echoes our expectations of pupils in class, when in school and all of it is designed to help pupils gain the maximum benefit from Online Learning.

- I will check my Google Classroom regularly, with the help of my parent or career, to keep up to date with my Online Learning.
- I will only use Google Classroom and my school email for the purposes of Online Learning and will only browse, download, upload or forward material that is related to my learning and as directed by my teachers.
- I will make sure that my communication in the online learning environment is always supportive of my learning and the learning and wellbeing of others.
- I will ensure that any messages that I write on the public or private Google Classroom Streams are appropriate.
- I will not use Google Classroom or my school email to create groups, initiate calls, or initiate meetings with other pupils.
- I will ensure that I always act within the school's ICT Acceptable User Policy.
- I will be always mindful of Internet Safety and will tell an adult if something happens online that I am not happy with.
- When taking part in a live online session, I will make sure that:
 - My parent/career is in the vicinity, either in the room unseen, or a nearby room, with the door open.
 - I am in an appropriate location, not a bedroom and that the background (and foreground) is appropriate (Be mindful of what is visible behind you/in front of you)
 - I am suitably dressed.
 - My environment is quiet and free from distractions.
 - I will keep my microphone muted until asked to speak by the teacher.
 - I always communicate and behave in a courteous way to both teachers and fellow pupils.
 - I will not take photos of my screen or record online interactions in any way.
 - I will remain attentive.
 - I will end sessions when the teacher tells me to do so.

Remember in the online world, when you type something, it is always there, and you cannot take it back. So be careful of what you say and write.

Where a pupil has breached this Code of Conduct, the teacher reserves the right to contact their parents and to remove inappropriate posts.