

**Ardleigh St. Mary's Church of England
(Voluntary Controlled)
Primary School**



Our School is a Christian place where children come to learn more about themselves and the world and where they will develop a lifelong love of learning.

Code of Conduct

(Online Learning Platforms)

Rationale

In these unusual times, an element of online learning is now fundamental to a pupil's learning experience. Online learning and communication platforms offer the option for our pupils to work remotely from home, accessing materials, challenges and recommendations, whilst being able to share their excellent work and interact with their teachers. The overwhelming majority of users in our community use this as a positive learning tool, exercising caution and good judgement in their interactions.

By accepting our invitation and connecting to your child's class on learning platform, you agree to adhere to this Code of Conduct

At Ardleigh St. Mary's CE VC Primary School, many of the online learning activities are directed by the Class Teachers; in the first instance, much of your communication will be with your child's class teacher, although The Senior Leadership Team may monitor responses. On rare occasions, a concern may be escalated to the leadership team, who will respond accordingly.

Privacy

Some platforms offer a higher degree of privacy than others do. For example, Google For Education provides direct, straightforward communication to parents, which is private and hidden from other parents. You might think of this kind of platform as having a private discussion, similar to Parents' Evening.

Responses

Where possible, staff members will endeavour to respond to you during the same working day on our learning platform; however, this may take up to 48 hours, depending on the time of week. Staff are directed to set 'quiet hours' and therefore may not respond to messages sent after the school day or on days when a particular member of staff would not usually be in school. As a rule, if you wouldn't contact school directly at that time (e.g. 7pm), then you may not receive a response until the next day at the earliest.

Raising Issues

Our online learning platforms are not the ideal place for raising concerns or complaints. Queries raised must only relate to the learning activities. Concerns or complaints should be directed to the appropriate member of staff by email via the school office. - admin@st-marys-ardleigh.essex.sch.uk

Often, this will be referred to a member of The Senior Leadership or SENCo, if relevant.

Clearly, staff will also not tolerate comments that are inappropriate - these will immediately be referred to The Senior Leadership Team and acted upon promptly.

Terms of Agreement.

1. Pupils' Code of Conduct for Google For education:

- Information that is sensitive and private will be sent to the teacher via the private messaging platform and remain confidential. Pupils will not publish this information on their workspace.
- Pupils will only contribute positive feedback and comments to their activities and tasks set. Teachers have the right to remove any pupil-contributed material that does not promote positive learning.
- Pupils cannot share photographs, messages or work samples published on their workspace or on their personal social media accounts due to a breach of privacy.

2. Parent and Carers' Code of Conduct for Google For Education:

- Information that is sensitive and private will be sent to the teacher via the Google Chat Platform and remain confidential.
- Parents and/or carers will only contribute positive feedback and comments to the the activities and tasks set. Any other feedback or comments should be shared privately with the teacher.
- If parents and/or carers do not wish for their child's photographs, digital recordings or work samples to be published on Google Classroom they must inform us.
- Parents and/or carers cannot share photographs, messages or work samples published on Google Classroom on their personal social media accounts due to a breach of privacy. Parents and/or carers who share private or confidential material or information may be removed from Google Classroom at the discretion of the School.
- Parents and/or carers will recognise that Google Classroom is a means to share positive understandings of classroom and whole school learning. It should not be used to compare pupils' work samples, digital recordings or photographs.

3. Teacher's Code of Conduct for Google For Education:

- Information that is considered sensitive or private will be communicated with parents and/or carers only via the Google Chat Platform.
- Teachers will regularly share messages via their Google Classroom that promote positive understandings of class and whole school learning.

- Teachers have the right to remove any contributed content that they feel is negative or unrelated to the promotion of positive learning practices, in a timely manner.
- Teachers cannot share content published on Google Classroom on their personal social media accounts due to a breach of privacy.
- Teachers will provide parents and/or carers who are unable to access Google For Education with an alternative means of communication to ensure that they can also be aware of classroom and whole school practices.

Actions resulting from breaches of this Code of Conduct

Ultimately, Ardleigh St. Mary's CE VC Primary School reserves the right to suspend, or terminate, any user who breaches this code whilst using their online learning platforms.

In the first instance, a reminder and discussion with a senior member of staff may be sufficient. However, if misuse continues, access can be removed.

The 'Golden Rule'

Finally, the overarching principle for this code is this:

- If you are about to post a comment or message, re-read it and consider the impact:
 - Would you say this to that user in person, in front of other parents/pupils/teachers?
 - Could the other person misinterpret the message?
 - Is this a discussion that is best conducted in another way (e.g. telephone)?

Ardleigh St. Mary's students, teachers, parents & carers who participate in any online learning platforms agree to the Terms of the Code of Conduct.

January 2021