

## Remote Lessons Acceptable Use Agreement

We want all our students to have the very best opportunity to succeed in our online classrooms and that means everyone must do their bit to make sure our online classrooms are a great place to learn. Everyone has a right to be happy in education, to enjoy learning and to be the best they can be.

Our classrooms are virtual but your behaviour is real.

**All lessons are recorded for safeguarding reasons. By entering the lesson, you agree to this. If you do not want to be recorded, you will not be able to take part in the activity.**

### What we ask of you:

- Please be ready to start your lessons on time. Your teacher will create a meeting in the class Team for you to join
- Do not leave your lesson until it is finished and your teacher says you can go
- Be polite to our teachers and friendly to other learners
- Respect other people's opinions and ideas
- If you have something you would like to say, type in the chat box or unmute your mic, but don't interrupt the teacher - remember that only one person can speak at a time
- Use headphones with a microphone if in a noisy shared space
- Always try your best in all that you do

### Display safe online behaviour:

- Switch off your camera and mic before entering the lesson – your teacher will tell you when you can turn these on
- Be appropriately dressed for each lesson ready for when you are required to turn your camera on
- Your background must be blurred or one of the background images selected
- You must ensure there is no other member of your family or any sensitive or personal information is visible in the background of your image
- Find an appropriate place for the live session – bedrooms are not ideal
- Do not give your personal contact details to anyone else in your online class
- Ignore inappropriate online behaviour by others, our teachers will deal with this
- Remember everything you do on the internet can be seen by someone else
- Be responsible for everything you do and say online

### Our teachers will not tolerate:

- Bullying including discriminatory, offensive, aggressive or unpleasant language or threats. All are unacceptable – this may result in removal from our classroom
- Abuse of your microphone - this will result in your microphone being muted
- Abuse of the chat box – this may result in you being removed from the lesson
- Pupils should not record the lesson on any device

### Remember:

**Behaviour in all lessons is observed and all lessons are recorded.  
If you've done it, we'll be able to see it – good or bad!**

I have read and understood the Teddington Acceptable Use Agreement for remote learning.

Student Name: ..... Date: .....