



Sandringham School – Virtual Learning Curriculum Student Code of Conduct

Students should:

- Log in to Google Classroom in your normal timetabled lesson pattern, starting at 8:45am and finishing at 3pm with the usual break and lunch. All work for the lesson will be posted to Google Classroom
- Periodically check your Google Mail and also the Year Group Google Classroom that you have access to;
- If a teacher invites you to a Google Meet, accept this. Follow the teacher's instructions if they want you to enable or disable video and/or audio.
- Do the work as set by subject teachers in the times lesson would have been taught if lessons were happening in school as normal;
- Always follow the instructions of the teacher, particularly when using video-streaming;
- Always be kind when sending messages to other students or teachers;
- Be mindful of wider safety considerations when using the Internet;
- When in a video-streaming lesson, be mindful of others by turning off your microphone and video at the beginning of the lesson, and only switching on your microphone to ask a question;
- Download and use Google Chrome on desktop/laptop computers to access Google Classroom; On iPads, download Google Classroom, Google Drive, Google Docs, Google Slides and Google Hangouts Meet;
- For both platforms, ensure that you also have the PowerPoint app downloaded – see instructions on Mysandstorm on how to do this.;
- When submitting work, follow the instructions of your teacher. This might be in the form of a photo or video or could be written work submitted via Google Docs or Slides
- If you need to contact a teacher, use email in the first instance, but be aware that teachers might not be able to respond for a while as they may be teaching other lessons;
- Be aware of your environment when using the video facility of Google Meet: be in a quiet place and be mindful of personal dress and appearance;
- Only use Google Meet during school hours and not for contacting each other outside of a lesson.

Students should never:

- Send anyone a message which is not kind and honest;
- Use offensive language in a message or video-stream;
- Join a Meet where you have not been invited by the teacher and are not part of the class;
- Comment on a classroom's stream unless being asked to do so by a teacher;
- Used any other person's work or copy and paste information that is not your own;
- Host their own Google Meet;
- Video or screenshot content from a Google Meet;
- Share content from Google Classroom or Google Meet on social media.

