



Pupil Guidelines



Online Learning @ The Piggott School

Safeguarding

All 'online learning' experiences on MS Teams should adhere the following protocol

- Pupils must use their username@piggottschool.org email address for all online learning. Personal emails must not be used.
- Online learning experiences will be scheduled at specific times during the school day – check that your device clock is set to the correct time.
- There should always be more than two people in the meeting.
- Staff and children must wear attire that is appropriate for a school learning situation.
- Join the meeting from a location in your home that is appropriate for a school learning situation.
- Ensure you do not display any personal or inappropriate information.
- Be aware that staff will ask pupils to switch off the incoming video during lessons to ensure both staff and pupils are safeguarded.
- Any verbal or written contribution to the meeting must be appropriate in the same way it would be during a lesson in school. School sanctions will be in place if pupils fail to follow these guidelines.
- All online learning will be recorded for those who may have missed that lesson. In addition to safeguard staff and pupils at all times.
- Be aware that the schools 'Acceptable Usage Policy' applies to online learning.
- Use the chat function appropriately to raise questions.
- Never, ever, record the online learning experience on any device.
- Follow normal school safeguarding and reporting procedures in the event of a safeguarding issue