



# Claremont Fan Court School

## Online Learning Responsible User Agreement

This Agreement should be read alongside the existing [Technology Acceptable Usage Policy for Pupils and Parents](#). By logging in to Google classroom, or other online platforms recommended to you by the school, you are agreeing to abide by the following rules:

- I will only use technology for school purposes as directed by my teachers.
- I will only use technology when there is an adult in the house and they know I am using it.
- I will not reveal any personal information, such as my full name, address or phone number, or my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Google classroom, Google meets and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers and others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across such material I will report it immediately to my teacher or parent.
- I will not attend live lessons or assemblies unless I have been invited to do so by a member of staff.
- I will not share invitations to live lessons or assemblies with anyone else.
- I will not record or take photos of my classmates or teachers during online home learning.
- I understand that when using Google classroom and other applications for school that my use can be monitored and recorded and made available to my teachers for training and safeguarding purposes.
- I understand that these rules are to keep me safe and that if they are not followed, school sanctions will be applied in line with the behaviour policy and my parent may be contacted.

### Guidelines

When participating in online lessons, remember that this is an extension of the classroom and you should conduct yourself as you would in the classroom. This includes:

- Joining in online lessons from an environment that is quiet, safe and free from distractions (preferably not a bedroom)
- Be on time for your online lesson
- Be dressed appropriately for learning (no pyjamas, loungewear, etc)
- Remain attentive during sessions
- Do not have any social media, games or any other applications open on your phone or laptop while participating in a lesson
- Interact patiently and respectfully with your teachers and classmates
- Mute your microphone whenever you aren't speaking in a lesson
- Turn on captions if you are struggling to hear what people are saying
- Provide feedback to teachers about your experiences and any relevant suggestions
- You MUST NOT record each other's online interactions
- Make sure you end the session as soon as your teacher indicates to do so
- If you have any concerns about the behaviour of participants in an online lesson, report them immediately to a parent or the school via [dsl@claremont.surrey.sch.uk](mailto:dsl@claremont.surrey.sch.uk)