Code of Conduct for Blended Learning

Preamble
The school's plan to provide students with high quality teaching and learning in the event of self-isolation (class, group or small number of students) or lockdown is based around the use of Microsoft Teams.

Data protection & safeguarding
To comply with data protection/GDPR legislation and safeguard the school community, it is extremely important that staff, students, parents and carers protect individuals' rights to privacy and safety at all times and do not share or disclose personal information to third parties. The Code of Conduct for Blended Learning must be adhered to for this reason, and if it is not, the Teams platform will be removed from key individual(s) in order to protect others within the organisation.

Behaviour for Learning
It should be noted that the Code of Conduct for Blended Learning relates to the COVID-19 addendum to the behaviour policy, part of which outlines the appropriate developmental and protective consequences for students who 'misuse' technology during lessons, including remote lessons.

Assessment
Not all classwork will be marked; the school's assessment policy outlines the principles staff are expected to follow when assessing student work and this policy will apply regardless of learning taking place at school or remotely.

Submission of examination work (controlled assessments/coursework)
The school has taken measures to detect and prevent any instances of malpractice that may arise due to the different delivery or assessment methods chosen by different subjects.

Students must ensure that they avoid forms of malpractice (for example plagiarism) and be aware of the consequences should they commit it.

All student work that is created for submission to examination boards in support of final grades must be the students' own, unaided work, irrespective of whether it is completed in school or at home. Please refer to the Assessment Malpractice Policy for further details.

Quality of provision
If a teacher is absent due to sickness, as opposed to self-isolating and healthy, this will result in different kinds of provision. In addition, not all lessons will run according to student timetables due to staff availability, IT constraints, etc.

'Live' elements of lessons will be dependent on the teacher's professional judgement – some lessons may require no live input, others a little, others a lot. Additionally, 'live' lesson elements may be provided via pre-recorded videos developed 'in-house' or sourced externally – teachers will use their professional judgement to determine how each lesson will be structured and resourced. At times of national lockdown teachers will check in at the start and ends of lessons to clarify expectations, evaluate progress and be available over the Teams 'chat' function to respond to student queries wherever possible.

The Code of Conduct

Expectations of staff

I will:

- Closely match the in-school curriculum, providing high quality, well sequenced lessons/work via Teams as necessary

- Upload student materials to faculty and department shared areas in Office 365 in advance of each taught Programme of Study

- Follow the school behaviour policy at all times when using Teams

- Ensure students experience remote learning that leads to similar outcomes to those that would have been achieved in the classroom

- If at home self-isolating, deliver elements of 'live' lessons where appropriate to the planned lesson outcomes *(suitable recordings may also be used)*

- Ensure students are muted online/offline where appropriate to ensure clarity and ease of communication

- Offer feedback on students' work in line with the school's Assessment & Feedback Policy

- Respond to questions from students who are self-isolating within two working days of the initial communication, when contact during the lesson is not possible *(part-time staff may need longer)*

- Respond to queries from parents within two working days of the initial communication *(part-time staff may need longer)*

Safeguarding

- Ensure students' rights to confidentiality are respected, unless a safeguarding concern is raised

- Ensure their camera is turned off where necessary to protect privacy or ensure safeguarding requirements are met

- Only communicate with parents and carers via the school's official email software or by telephone

Expectations of students

I will:

- Follow the school behaviour & anti-bullying policy whether at school or learning remotely from home

- Support the rights of other students and staff to confidentiality and respectful treatment. In particular, I must not:
    - record any part of an online lesson, for example on a different mobile device
    - transmit/share any part of an online lesson
    - take screenshots of online lessons

- Only use Teams to engage in activities directly linked with learning, for example to ask a teacher a question relating to a classroom activity

- Actively engage in online learning, for example by attending all scheduled lessons on time, participating in class discussions and responding to teacher questions

- If self-isolating and able to work, message my teacher as required & access any class materials that I may need from the faculty and department shared areas in Office 365

- Complete my online learning activities to the best of my abilities, submitting assessments in accordance with teacher expectations

- Take responsibility for finding and accessing work that has been uploaded to Teams and as instructed, complete and submit/upload assignments on time for review by teachers

- Engage with, and respond to teacher feedback

- When instructed, turn cameras off, mute speakers, 'raise my hand' to speak, and only use the Teams 'chat' function to communicate with teachers

- Use appropriate language when using the Teams chat function
(I.e., avoid any offensive language, slang & aim to use the correct spelling, punctuation and grammar)

- Ensure my working environment and dress is appropriate for school
(Uniform is not required, however clothing should be sensible and inoffensive)

- Only contact staff between the hours of 8am and 6pm Monday to Friday unless exceptional circumstances apply

- Allow two working days from any initial communication for staff to respond to enquiries *(part-time staff may need longer)*

- Upload work for marking in an appropriate format such as a Microsoft Word document
(Scans of work should only be used to submit work when specifically requested by teachers and these should be uploaded through Microsoft Office Lens where possible)

- Ensure that any work I complete for submission to examination boards in support of final grades is my own, unaided work

Expectations of Parents and Carers

I/we will:

- Ensure my child/ren understand and adhere to the Code of Conduct for Blended Learning

- Respect the rights of students and staff to confidentiality
  (For example, parents must not record any part of an online lesson; transmit/share any part of an online lesson; take screenshots of online lessons; discuss with any 3rd party the contributions of staff members or children other than their own child/ren)

- Under no circumstances participate in online lessons

- Where possible, ensure that my child/ren attend online lessons & check that learning tasks have been completed in full
  (If this may be problematic, for example due to IT constraints, please alert your child's Head of Year so that we can offer further support)

- Where possible, support my child/ren's learning environment at home, providing a private place to study with a desk and a chair

- Use the normal communication method with the school – i.e., via email or telephone – never via my child/ren's Teams accounts

- Only contact staff between the hours of 8am and 6pm Monday to Friday unless exceptional circumstances apply

- Allow two working days from any initial communication for staff to respond to enquiries *(part-time staff may need longer)*

- Where possible, ensure that any work my child/ren complete for submission to examination boards in support of final grades is their own, unaided work

Last updated 7th January 2021