



Welcome to St. James' remote learning platform! We can't wait to begin learning together in a whole new way.

So that we can all work and learn together in the best possible way, we have some rules to keep everyone safe and happy. Some of these may be familiar from last year, but many are new.

Please read through them - with your parents - and make sure that you understand how to follow them.

### **General Protocol**

- I will change the password I have been given to something memorable and will not share this password with anyone other than my parents.
- I will not try to access anyone else's account on any emails, online program, games or anything else online.
- I will not look for or access inappropriate websites.
- I will tell a trusted adult immediately if I find something inappropriate by accident.
- I understand that I must not edit resources without downloading the resource first.
- I will only use the year group chat function to communicate about school with my teacher and year group.
- I understand that I can contact my teacher directly through email and this is how I can submit completed work.
- I will treat my teacher, teaching assistant and others online with the same respect I would give in person.
- I will not send any unkind or hurtful messages online.
- I will not share personal details in online games and programs.
- I will only use the internet with a trusted adult's permission.

### **Online Lessons/Worships**

- I will mute my microphone and only unmute if I have been asked to by a teacher.

- I will only use the chat function to ask questions about the lesson.
- I will not post anything inappropriate or distracting during the lesson (including emojis!).
- I will do my best to remain focused during lessons.

### **Online Behaviour Reminders**

- Be kind and be polite.
- Remember that your teacher may not reply immediately to your email or chat comment. Be patient. We will get back to you as soon as we can.
- Look after your devices.
- Share nicely with others in your household. You may need to wait your turn to use the technology.

I will follow these rules in order to help everyone stay safe online.

Signed: \_\_\_\_\_ (Child)

Signed: \_\_\_\_\_ (Parent)