

Woodhouse Academy Live Lesson Code of Conduct:

- School rules apply to all school-related activities, including those online. If rules are not met, they may result in students being removed from live lessons, receiving a ban from live lessons or the facility being removed completely.
- Teachers will record meetings for safeguarding purposes, and the recording may be used for student reflection and to share with students who cannot attend. We will only make recordings of lessons available where the students abided by the code of conduct.
- Students must be on time for the sessions with the appropriate equipment ready (paper, pencil, pen and ruler).
- Students must sit in a communal area - no bedrooms.
- We would ask that parents, where possible, are present in the background. It would be appreciated if you're within earshot so you can help with any technical difficulties or other queries that arise.
- Student audio will be turned off. This must remain off unless the host chooses to unmute or turn on.
- If a pupil turns on their audio without permission, they will be removed from the live lesson.
- Please remember offensive or discriminative language can be classed as a criminal offence and could result in significant consequences for anyone who undertakes such behaviour.
- When a screen is shared, the host will adjust their settings to prevent any annotations of screens by students.
- Usernames of students must be appropriate and recognisable or they will be removed from the lesson, for security reasons. Students will not be admitted to the lesson if the teacher does not recognise their name.
- The chat function will be turned off or accessible by the host only. Any inappropriate chat will be dealt with in line with the school rules.
- There will be login details for each lesson in order to keep them private. This must not be shared with anyone outside of the Woodhouse school community.
- As such, students/parents must not record these lessons or use them for any other purpose than learning e.g. the sharing of these lessons on social media is prohibited.
- Students should not under any circumstances capture or use video of Woodhouse staff. If live lessons are not used safely, we would have to reconsider offering this facility to a student.
- If a member of staff has any safeguarding concerns they will report these to the school's Designated Safeguarding Lead/ Deputy Designated Leads.
- If a parent has any safeguarding concerns regarding the lessons, they must use the usual channels and contact the safeguarding team in school.