



Remote Learning Guidelines for Pupils at Huntington Primary Academy

These guidelines are to help keep you safe while accessing Google Classroom at home.

I agree that:

- I will only use Google Classroom and GSuite apps for school work or things I have permission to post.
- I know that school will monitor my use of Google Classroom.
- I will keep my username and password safe and secure and I will not try to use any other person's username and password.
- I will have my camera turned on and I must be visible at all times for safeguarding reasons.
- I will not share any personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

Behaviour

- I will respect others' work and property and will not copy any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others.
- I will not use strong or inappropriate language.
- I will not take or distribute images of anyone or record any online lessons.
- I understand the risks and will not try to upload, download or access any materials which are inappropriate or illegal or may cause harm or distress to others.
- I understand that I am responsible for my actions, both in and out of school.
- I know that the school's behaviour rules and Code of Conduct still apply to online learning.

Live lessons

- I will keep my camera on at all times during online lessons.
- I will only use my Huntington Primary Academy account to join lessons or Google Classroom.
- I will come to the lesson dressed in suitable clothes and have an appropriate background for others to see.
- I will not record the lesson in any way.