



# Highfields

Independent School & Day Nursery

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## Pupil Agreement for Online Learning from Home

We are aiming to keep your access to learning and teaching open through a difficult time and staff will be working hard to provide you with learning via online systems.

We are asking all pupils to sign an Online Learning Agreement, which is a document that outlines how we expect you to behave when you are online.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

The points listed below should be followed at all times and can be summarised as follows:

**“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”**

### What am I agreeing to?

- To ensure that my studies are not disrupted because I am temporarily working away from school, I give permission for my school email to be used by my teachers for teaching and learning purposes.
- I will treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
- The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
- Even though I am working outside the classroom, I will aim to be positive and creative, to learn and share, to develop new skills and to prepare for the future.
- I will choose a sensible place to work from – ideally a living room - and I will dress appropriately for my lessons.
- I will complete learning as directed by my teacher and upload completed work if requested to meet the deadlines set by my teacher.

- I understand that Google Classroom is a closed school system open to me through the school's Google account and is limited to me, the staff and my fellow pupils. I should not invite any guests from outside the School to join the system through the use of my login details.
- I will not under any circumstances provide my login details to anyone else. The system is fully secured and my activity on the system can be monitored.
- I can share work with other pupils in my class but I should let my teacher know who else I am working with.
- I understand that websites, blogs, videos and other online information can be biased and misleading, so I will need to check sources.
- I will not download copyright-protected material (text, music, video etc.), and I will avoid plagiarism.
- I will not browse, download, upload, post, share or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
- I will not share my or others' personal information that can be used to identify me, other students or my teachers on any online space, unless a trusted adult has given permission or reviewed the site.
- I will never take secret photos, recordings or videos of teachers or other students.
- I will never say, text or post anything that could hurt or embarrass another person. I will always be kind online.
- I will join the lessons at the suggested times I have been given wherever possible and if I am unable to join the session for any reason e.g. through ill health or participating in other subject or activity, I will let my teacher know.

**I have read and understand these rules and agree to them.**

**Signed:**

**Date**