

## Code of Behaviour for Online Classes or Meetings

Our Code of Behaviour for online classes or meetings is, like our Code of Behaviour at school, based on respect for oneself and others. We expect the same high standards of behaviour as we would in school.

To help us get the most benefit from working online, we ask that the following guidelines be followed:

1. Dress appropriately for school.
2. Be aware of your surroundings. Choose a room with as little distraction as possible but with an adult close by. Be mindful of noise from other people or pets.
3. Ensure that you have a clean, work-appropriate background with good lighting. It is worthwhile testing out your camera and audio before you start. Try to have all of your head showing especially your mouth, this ensures everyone can see who is talking.
4. Mute your microphone when you're not talking. Only turn it on if you are invited to speak. Muting your microphone when you're not speaking gives others the ability to share their thoughts without distraction or frustration.
5. Use the hand icon to show you would like to speak
6. Do not use the chat function unless invited to by your teacher. Be respectful at all times, when using Chat.
7. Eliminate distractions and focus on the class or meeting. If you are using your phone/tablet or laptop to attend the online class or meeting, close all other apps and mute notifications.
8. No eating allowed during online classes or meetings
9. Stay seated and stay present during online classes or meetings. Do not leave the room or talk to others not participating in the class or meeting

### 10. Sanctions:

If children do not follow these guidelines and repeatedly disrupt their own learning and that of others, they can be removed from the class or meeting, either for a specified period or for the entire session.

If the poor behaviour is repeated, the teacher, in the first instance, or the principal will engage with the child and the child's parents or guardians.

11. Be patient! Online classes and meetings are new to most of us and we are all learning.