

Remote Education – Guidance for Pupils and Parents/Carers

Westways Primary School expects all pupils and parents/carers to follow this guidance when participating in remote education, including online sessions/meetings.

- All pupils and parents/carers must be appropriately dressed.
- Where possible, pupils should access online sessions/meetings in a shared area or living space. Headphones/headsets may be useful if others are present.
- If pupils are accessing remote education from their bedroom or other private space then adults should make frequent checks to support learners and supervise access.
- Parents/carers are welcome to supervise and observe online sessions/meetings, supporting pupils if they need it. However, parents/carers must not engage with the online session/meeting by interrupting or commenting. If parents/carers want to contact a member of staff, this must be arranged outside of the online session/meeting by contacting the school.
- Pupils must only use their school Google account and password to login into online sessions/meetings.
- Language, both spoken and written, must be in line with normal acceptable behaviour at school.
- All school rules apply whilst pupils participate in remote education. Staff monitor responses and can remove a pupils' ability to make comments.
- Participants must not share any personal information during online sessions/meetings, such as usernames and passwords.
- Pupils and parents/carers **must never** record online sessions/meetings in any way. This includes audio, video, screen grabs or photographs. The recording and sharing of sessions, both live and pre-recorded, may result in breaches of data protection and copyright laws.
- It is recommended that any personal device has the latest security patches and updates installed and, if applicable, has antivirus software and anti-malware software enabled.

