



Remote Learning Pupil Rules & Responsibilities

During a Google Meet Lesson

- Follow the same Oakfield Golden Rules that you know well
 - We listen to people, we don't interrupt
 - We are kind and helpful, we don't hurt anyone's feelings
 - We work hard, we don't waste time
- Find a quiet place to work with no distractions (siblings, television, pets etc.)
- Log into a Google Meet lesson just before the meeting time
- Listen carefully to your teacher's instructions
- Read through written instructions before asking for help
- Ensure all communication with teachers and peers is polite and respectful
- Click the "hands up" button if you would like to contribute or ask a question
- When in a meeting your camera should remain on
- You must stay in a meeting unless asked to leave
- Keep your mute button on until you are invited to speak
- No eating during a lesson, but you may have a drink (water)
- Dress appropriately (e.g. no pyjamas)
- End your session when your teacher tells you to
- During lessons do not use mobile phones or gaming devices
- Do not make recordings or take photos of anyone while working online
- Do not share any material which could be
 - Upsetting
 - Unkind
 - Inappropriate
- If these rules are broken or lessons are disrupted parents will be contacted
- Your online lessons are monitored, logged and made available to teachers
- Hand in work and communicate with your teacher via Google classroom only
- Remember these rules are made to keep you safe and ensure everyone can learn