

Appendix to GES Behaviour Policy – Online Learning using Microsoft Teams

Updated 1 June 2020

1. Introduction

- 1.1. Following Government guidelines and official advice received our Trust Academies are now closed for the majority of pupils and staff. The health and safety of our pupils and staff is our highest priority. We will continue to follow advice and monitor this situation closely while ensuring that we remain the cornerstone of the community during these uncertain times.
- 1.2. In light of this we have updated our procedures to reflect our current working practices and provision.
- 1.3. This appendix is in line with Department for Education (DfE) Guidance around behaviour and discipline, specifically: teachers have the power to discipline pupils for misbehaviour which occurs outside of school
- 1.4. This appendix is in addition to the Responsible Use Policy
- 1.5. We trust all pupils of The George Eliot School to behave responsibly using the online forum, Microsoft Teams, and to value the unique learning opportunity it brings
- 1.6. With the safeguarding of all members of our community a priority, we trust everyone will understand and endorse the sensible thinking behind the principles of acceptable use outlined in this document

2. Code of Conduct for Pupils when using Microsoft Teams

- 2.1. General rules and expectations: all pupils are expected to follow the general rules for acceptable behaviour when using Microsoft Teams including:
 - 2.1.1. Pupils are not required to wear school uniform but must be dressed appropriately at all times
 - 2.1.2. Pupils should find a workspace that is quiet, safe and free from distractions with an adult nearby
 - 2.1.3. Pupils should ensure face to face communication is only between teachers and pupils. Any parent/carer to teacher communication should be in the usual manner
 - 2.1.4. Pupils must never send or accept invites to join Teams from anyone other than a Teacher. This particularly applies to people outside of GES
 - 2.1.5. Pupils should behave in a respectful, polite and courteous manner at all times
 - 2.1.6. Pupils should not upload, share or forward material that could be considered offensive, inappropriate or illegal
 - 2.1.7. Pupils should not make comments that could be considered offensive in the chat function. This explicitly includes any form of cyberbullying
 - 2.1.8. Pupils should not share any personal information with anybody online
 - 2.1.9. Pupils will continue to follow the rules regarding use of technology as outlined in the school's Pupils Acceptable User Agreement

3. Sanctions

- 3.1. For pupils who do not conform to the Code of Conduct when using Microsoft Teams GES reserves the right to remove them from Teams for a fixed period of time
- 3.2. The following staged approach will be adopted by GES Staff (similar to the Behaviour Consequences Appendix found in GES Behaviour Policy – all consequences will be logged on SIMS)

- 3.2.1. C1 – Where poor behaviour is disrupting learning for themselves and others then a verbal sanction will be given and a direction for correcting behaviour stated
- 3.2.2. C2 – Where there is repeated poor behaviour that is disrupting the learning for themselves or others then the pupil will be removed from Teams for the remainder of that session
- 3.3. Where a pupil has been removed from a Teams session then the teacher may contact home if appropriate. For any repeated poor behaviour then a member of the Pastoral Team or a member of the Senior Leadership team may contact home if appropriate