

The Harefield Academy Students Virtual Code of Conduct



Guidance for students

Students should:

- Log onto Google Classroom for your normal timetabled lesson pattern. Lower school to log on at the start of your day at 8:15 and Upper school at 9:05 to check the work and streamed lessons for the day.
- Check your timetable for the day via your Class Charts accounts.
- Work will set via Google Classroom and on Google Meet.
- Lessons will be shortened when delivered through Google Meet as per the schedule below, the rest of the lesson you will be able to complete set work

Key Stage	Original lesson time	Google meet lesson time
Timetable 2021 Key Stage Three Year 7 - 9	Period 1(8.15 - 9.05)	Period 1 (8.25 - 9.00)
	Period 2 (9.05 - 9.55)	Period 2 (9.15 - 9.50)
	Period 4 10.45-11.35	Period 4 (10.55-11.30)
	Period 5 (11:35 – 12:25)	Period 5 (11:45 – 12:20)
	Period 6b (12:50 -13:15)	Period 6b (13.00 start
	Period 7a (13.15– 13.40)	Period 7a (13.35 end)
	Period 7b (13.40 -14:05)	Period 7b (13.50 start)
	Period 8a (14.05 – 14.30)	Period 8a (14.25 end)
Key Stage Four and Five Year 10-13	Period 2 (9.05 - 9.55)	Period 2 (9.15 - 9.50)
	Period 3 (9.55-10:45)	Period 3 (10.05-10:40)
	Period 5 (11:35 – 12:25)	Period 5 (11:45 – 12:20)
	Period 6 (12:25 -13:15)	Period 6 (12:35 -13:10)
	Period 7b (13.40 - 14:05)	Period 7a (13.50 Start)
	Period 8a (1405-14.30)	Period 7b (14-25 End)
	Period 8b (14.30 – 14.55)	Period 8b (14.40 Start)
	Period 9a (14.55 – 15.20)	Period 9a (15:15 End)

- If a member of staff invites you via Google Classroom to a Google Meet lesson, accept this. Only press join now once you have **disabled** the **video and audio at the start of the lesson. This is essential and must be followed.**
- Do the work set by your teacher in the times lesson would be taught if lessons were happening in school as normal.

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- Always follow the instructions by the teacher, particularly in video streaming lessons via Meet.
- Only use the chat and microphone functions when the teacher asks you to.
- Remember when using the internet to keep yourself, your identity, and passwords safe.
- When submitting work, follow instructions from your teacher. This may be in the form of a photo or video or could be written work submitted via Google Doc's, slides or word.
- If you need to contact a teacher, do so from your school email address to theirs in the first instance or via Google Classroom.
- Be aware of where you are when using Google Meet, set up in a suitable and quiet place where you can focus on the lesson and remember to consider your personal dress and appearance.
- Only use Google Meet during the school hours and when a link has been provided by a member of staff. Always remove yourself from the lesson at the end when requested by the member of staff.

Code of conduct

Students should never:

- Send anyone a message on the platform that is not kind or honest
- Use offensive or inappropriate language in a video streamed lesson
- Remove or mute another student in a video streamed lesson
- Join a Meet where you have not been invited by the teacher and you are not part of the class.
- Comment on a classroom's stream unless being asked to do so by the teacher
- Use anyone's else work or copy and paste information that is not your own
- Host your own Google Meet, your access to do this will be restricted.
- Video or screen shot content from a Google Meet lesson
- Share content from Google Classroom or Google Meet on social media.
- Show standards of behaviour, effort or attitude to learning that are below the expected school's high standard.

Remember to maintain an excellent attitude to learning and personal conduct just like you would while in school. You will be rewarded for this via Class Charts

Should the above code of conduct not be followed then this will be sanctioned according to the Academy's LOC.

Remember that when you are on your school account all activity is logged