



Students online Code of Conduct

By attending virtual lessons, students agree to:

- help to establish and maintain a positive and supportive online learning environment;
- treat all other students and teacher with respect, cultural sensitivity and politeness;
- follow the instructions given to them by their teacher;
- be responsive and participate to the best of their ability;
- complete all tasks and assignments on their own, unless it is a collaborative group task;
- complete all self-study tasks required of them on time;
- upload assignments that have been set by the required date;
- be ready to share any learning completed at home with their teacher when they are back in school;
- stick to topics related to the course during Virtual Classes and in discussion forums as their participation and conduct in discussion forums is monitored;
- be on time for all Virtual Classes and let BMS know if they cannot attend a class for any reason by emailing office@bilbrookmiddle.com
- communicate only in English at all times;
- be supportive and constructive when offering feedback to other students in collaborative group tasks;
- turn off or keep their mobile phone on silent during a Virtual Class so as to not distract the rest of the group;
- ensure that they follow the instructions given to them by members of staff, e.g. turn microphones and webcams off;
- attend all Virtual Classes from a suitable and appropriate location for learning;
- share any concern that they have about another student with their teacher and let their teacher know immediately if they feel unsafe in a Virtual Class or breakout room; and
- share any concern that they have about their teacher by following the relevant procedures.

By attending virtual lessons, students agree not to:

- share their username and password with other students;
- share sensitive personal information;
- use language that may cause offence in the Virtual Classroom;
- private message other members of the class;
- post or upload anything off-topic, offensive, abusive or illegal to the Virtual Classroom; and
- post or upload inappropriate messages, content, unauthorised advertising, promotional material or spam to the Virtual Classroom.