



## Coatbridge High School

### Digital Learning Contract

It is important that there is an agreed protocol in place with parents and pupils to ensure safeguarding is in place for staff and young people. If there is a breach, appropriate action will be taken which may include removal of the pupil from live lessons.

The following protocol must be strictly observed in order to ensure safeguarding.

#### **When participating in live lessons, you should:**

- 🔒 access the required files for each lesson in advance and have any required materials to hand
- 🔒 make sure you have all equipment such as power adaptors and headphones ready before the lesson begins be on time for all scheduled lessons. If you are late, please enter quietly and respectfully
- 🔒 view the lesson in a shared space such as the living room. Avoid using your bedroom
- 🔒 use headphones where possible - this will ensure the best sound quality and give all participants privacy
- 🔒 the microphone should be muted throughout lesson unless instructed otherwise
- 🔒 camera should be switched off unless instructed otherwise
- 🔒 use the 'raise hand' function to ask a question or any alternative arrangement suggested by the teacher (e.g. typing 'Speak' in the Chat section)
- 🔒 complete work set for the class by the teacher or seek advice if they are unsure on how to complete a task
- 🔒 show respect for everyone in the online classroom - be friendly, supportive and productive
- 🔒 understand that live lessons are an extension of the classroom - inappropriate behaviour may be discussed with Faculty Heads your Year Head. If you do not behave appropriately, you may be removed from the lesson
- 🔒 never share personal or private information with anyone online
- 🔒 remember that you do not have permission to screenshot, photograph or film any lessons or teachers. Doing so may result in further action being taken

- 🔒 dress appropriately for all classes, thinking about modesty and respect for others
- 🔒 never share recordings or images of the class out with the class environment

Parents & carers can assist by:

- 🔒 encourage their child to talk about and share their learning at home
- 🔒 not get involved in the live lesson, but please talk to your child about lessons afterwards and encourage them to take part;
- 🔒 use existing methods of communicating with the school if there are questions or concerns using the school office or website 'Contact' links.

At times, staff may choose to respond to messages, approve work, etc. outwith normal working hours. However, this should not be expected. Pupil engagement with online learning will be monitored by the school on a weekly basis, parents/carers will be alerted of concerns and support will be provided by the school.