



Tannochside Primary School Guidance for Online Learning



As we continue with remote learning, we have put together some hints and tips to keep you safe and secure online.

- I will keep logins and passwords to myself and not share them with others.
- I will not share my personal details or any personal details about other people (address, phone number etc) in emails/Teams/internet.
- My profile picture/icon will be appropriate (no football badges, no weapons etc.).
- I will not look at anyone else's files without their permission.
- I will only send emails to my teacher about my schoolwork.
- I will only post relevant schoolwork on Teams. I will not post personal photos or videos.
- I will be punctual for my online Team meetings.
- I will ensure that any messages I post on Teams are always polite, sensible and responsible.
- I will not use inappropriate language.
- I will face the laptop camera during learning and use an appropriate background / background effect.
- I will never photograph, screenshot or record any online learning. Doing this could result in me being removed from the learning. Possibly further action being taken.
- When participating in class 'check-ins' and live lessons I will be respectful and be appropriately dressed.
- During Team meetings, I will keep my microphone on mute unless my teacher advises otherwise.
- I will use the 'hands up' and/or chat feature if I want to ask a question.
- My adult at home can help me set up and access my class Team meeting, but they should not be on camera during the meeting/live lesson.
- My adult at home can support me if I need help to find and access files.
- If my class has a 'Playground' channel, I know that my teacher monitors this channel and I should be polite and respectful at all times.
- I will use search engines with care. I will only search for information that is required for the learning tasks.
- I will tell my teacher/adult at home if I see web pages or emails, which are offensive or unpleasant.
- I will take good care of the ICT equipment I use.
- I will only download material from the internet if given permission by my adult at home.

Thank you for all your efforts and support with our online learning. If you have any questions or issues with any part of online learning, please contact the class teacher in the first instance.

#Team Tanny