



The Khalsa Academy Wolverhampton – A Khalsa Academies Trust School

Covid: Pupil protocol for home online learning

This policy is applicable to Khalsa Academy Wolverhampton

Document control	
Date Approved	August 2020
Date for Review	On Going
Authorised By	Principal
Published Location	School Website
Document Owner	Assistant Head for Teaching and Learning

Table of Contents

1. Acceptable Use Policy: Agreement for Online Learning from Home **Error! Bookmark not defined.**
2. As a TKAW pupil, I agree to **Error! Bookmark not defined.**

1. Acceptable Use Policy: Agreement for Online Learning from Home

We are aiming to keep your access to learning and teaching open through a difficult time and staff will be working hard to provide you with lessons via the online systems.

We expect all pupils and their parents to adhere to this Online Learning Agreement as part of the TKAW community. This is a document that outlines how you MUST behave when you are learning online. Not following these rules will result in sanctions in line with the TKAW behaviour and safeguarding policies.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet (eg; Google Classroom or Google Meet) may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

The points listed below should be followed at all times and can be summarised as follows:

"Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face."

2. As a TKAW pupil, I agree to...

1. use the Google online Platform to ensure that my studies are not disrupted because I am temporarily working away from school.

2. report to parents, guardians or teachers any online activity that makes you uncomfortable or is inappropriate. The Designated Safeguarding Team (Mr Shoker, Miss Mulloy, Mr Seabridge & Mr Dhillon) will deal with any online issues remotely to ensure everyone is safe online.

3. treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.

4. send messages or information that I upload in a polite and sensible manner. I understand that all messages I send reflect on me and TKAW.

5. work outside the classroom following the school home study timetable. I will aim to be positive and creative, to learn and share, to develop new skills and to prepare for the future.

6. choose a sensible place to work from – ideally a living room - and I will dress appropriately for my lessons as I would do at school.

7. not to share my computer/device camera or microphone when taking part in Google Meet video lessons, unless instructed by the teacher or form tutor in order to respond to questions or take the register/check pupil's presence.

8. make sure that I have all the tools I need in advance, so that I do not have to leave my home work space and interrupt the flow of the learning.

9. follow the normal school timetable for lessons. Follow the homework timetable when applicable.

10. complete exercises as directed by my teacher and upload completed work to meet the deadlines set by my teacher.

11. I understand that my online lessons will be monitored by senior leaders from TKAW.

12. use the Google Platform, which is a closed school system open to me, the staff and my fellow pupils. I should not invite any guests from outside TKAW to join the system.

13. not under any circumstances provide my login details to anyone else. The system is fully secured and my activity on the system is monitored.

14. just use online materials given by teachers as I understand that websites, blogs, videos and other online information can be biased and misleading.

15. not download copyright-protected material (text, music, video etc.), and I will avoid plagiarism.

16. not browse, download, upload, post, share or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to my teacher.

17. be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.

18. not share my or others' personal information that can be used to identify me, other students or my teachers on any online space, unless a trusted adult has given permission or reviewed the site.

19. never take secret photos, recordings or videos of teachers or other students during video lessons or recorded lessons.

20. never say, text or post anything that could hurt or embarrass another person. I will never use the internet to bully anyone.

21. join the home study lessons at the times I have been given and if I am unable to join the session for any reason e.g. through ill health, I will let my teacher know in advance.