**Acceptable Usage Policy for Internet Use**

Galbally National School

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school’s Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.  It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified..

**Remote teaching and learning**: This Acceptable Usage policy has been adapted to reflect the facilitation of Online Learning. We have incorporated Online Learning into this policy to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online teaching and learning remotely

Galbally NS has deemed it necessary to review and update our Acceptable use policy to ensure compliance with the following legislation and guidelines:

* Anti-Bullying Procedures for Primary and Post- Primary Schools 2013
* Children First National Guidance 2015
* Child Protection Procedures for Primary and Post-Primary Schools 2017
* Data Protection 1998 – 2018 and EU General Data Personal Regulation 2018 (GDPR)

**School’s Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

**General**

* Internet sessions will always be supervised by a teacher.
* Filtering software from the NCTE are used in order to minimise the risk of exposure to inappropriate material.
* The school will regularly monitor pupils’ Internet usage.
* Students and teachers will be provided with training in the area of Internet safety.
* Uploading and downloading of non-approved software will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* The use of personal memory sticks and other digital storage media in school requires a teacher’s permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (cf Anti-Bullying Procedures)

**World Wide Web**

* Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will report accidental accessing of inappropriate materials in accordance with school procedures.
* Students will use the Internet for educational purposes only during class time.  All web sites will be vetted by the class teacher.
* Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Students will never disclose or publicise personal information.
* Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.
* Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

**Email / Internet Chat**

* Students will use approved class email accounts under supervision by or permission from a teacher.
* Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
* Students will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures.
* Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
* Students will note that sending and receiving email attachments is subject to permission from their teacher.
* Students will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

**Web 2.0**

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Some social media services (Facebook) are being used by the school to communicate with parents and also for parents to communicate with the school. For example, any content on the school’s Facebook account follows the same safety rules, e.g. the showing of photographs, video, etc.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately.  We would ask:

* Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.
* Please do not “tag” photographs or any other content which would identify any children in the school.
* If you are uploading a photograph, please ensure that it does not identify the child in any way.  Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels)
* Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
* Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.
* Please do not add advertisements to our wall without prior permission of the principal.
* Failure to keep the above rules will result in a permanent ban to our social media accounts.

**School Website**

Please note that the following points apply to the school’s web site and social media profiles

* Pupils will be given the opportunity to publish projects, artwork or school work on the website in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website
* The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
* Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details
* Each teacher has access to the school website and he/she will upload one/two activities per week. This will need to be approved by Principal/Deputy Principal to become active as a news feed
* The publication of student work will be co-ordinated by a teacher.
* Pupils’ work will appear in an educational context on Web pages
* The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
* Personal pupil information including home address and contact details will be omitted from school web pages.
* The school website will avoid publishing the first name and last name of individuals in a photograph.
* The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names or ALT tags if published on the web.
* Pupils will continue to own the copyright on any work published.

**Remote/Online Learning**

* **Seesaw**: The online learning platform Seesaw is our agreed main platform for communicating with children during remote learning. It will allow our pupils to connect to their folder and to upload items to their folder for their teacher to see. This app is used from Junior Infants –Sixth Class and requires a login code which will be issued to each child. Each child will be assigned an individual access code. Activities and lessons will be uploaded via Seesaw with pre - recorded instructions in written, audio or video format. Children attending Learning Support will be guided to complete either the activities set by their class teacher or Special Education Teacher where appropriate. All families are encouraged to familiarize themselves with Seesaw as in our opinion it is one of the simplest platforms for Primary school children. It allows the children to receive work and support in written, oral and video format. Direct links can be posted to external sites that the teacher may wish to recommend. Work can be scheduled to go live at whatever time suits teachers and children. Children may compete work at their own pace and at a time that suits them. Teachers are available within the school day to answer any questions that arise. Confidentiality is a priority and all teachers will ensure children cannot view other children’s work by turning on this facility in settings.

Parents should supervise/check work daily before uploading material.

* **School Email and Website:** As a back up to Seesaw staff will communicate with some families via email .This facility is to support families in areas with poor broadband reception. Families are asked to check their email and the school website for updates and important information. Each teacher will have a class e-mail address through which he/she will communicate with parents/guardians and vice-versa.Each teacher also has their own page on the school website. Parental queries will be addressed during school hours only (9.20-3.00) and should relate strictly to children’s teaching and learning.
* . **Zoom**: Zoom is a video-conferencing platform. It may be used to supplement Seesaw our main platform. It enables teachers, staff and pupils to connect via a live link. Teachers using this platform will check-in with pupils once / twice per week using prearranged meetings. These meetings will be to maintain contact between teacher and children, between the children and their peers and to motivate children at their home schooling. . In line with ongoing evaluation of the needs of pupils and parents we will use other online platforms in different contexts where appropriate, for example: Private Youtube channel - (Teachers will upload lessons/explanations for classes to access. They will then share a link for Pupils to access. Pupils do not upload onto the channel.) WhatsApp (Teachers and SNAs will use this app to connect with the parents/guardians device where the parent has agreed this method of communication beforehand.)It will enable teachers / SNAs to share live or pre-recorded written and video messages Note. – Families give consent to using these platforms by accessing the link in Zoom or accepting a What’s app call from teachers / SNAs.

( cf Remote teaching and Learning policy)

**School Facebook Page**

The purpose of maintaining an online presence on Facebook is to keep the school community up to date with what is happening in the school. The school Facebook page allows the school to feed information, news and notices directly into the personal news feeds of parents and the wider school community. To ensure the page is a positive reflection of the great things happening at our school, we ask you to respect our Facebook Terms of Use.

NOTE: Facebook lists a minimum age requirement of 13 and all parents are reminded that children under the age of 13 should not be on Facebook. We encourage parents to show the school page to their children through their own accounts.

**Terms of Use:**

* The page is a public page.
* Facebook users who have ‘Liked’ our page are able to comment on the school’s posts and events, and on comments by other users. Users are not able to author a post or load media.
* Users’ comments will be screened and approved before publication.
* The page administrators reserve the right to remove any content which is deemed to be in breach of the Terms of Use.
* We encourage you to provide positive feedback and comments. However, we ask that you be respectful and contribute in a positive and constructive manner.
* The school will not respond directly to requests or messages on Facebook. All queries/feedback are welcomed via the school office.
* Users should not mention individual staff members or pupils on the school Facebook page.
* For security reasons, users should not tag photographs of children on the page or add comments that identify children.
* Users should not advertise products or services on our school Facebook page.

The sanction for any user breaking any of the above rules is an automatic and permanent ban

**Mobile Phones and Electronic**

Devices Pupils are not permitted to have mobile or electronic devices on the school premises or on out-of-school or extracurricular activities. c/f School Mobile Phone and Electronic Devices Policy.

**Recording of Images & Video**

Pupils must not share images, videos or other content online which could be deemed harmful to another member of the school community either in school or out of school. The school permits the recording of images and videos of pupils and school activities using school digital cameras and school iPads only. Pupils may also take photos or videos on school grounds or when participating in school activities using the school digital camera or school iPad as directed by teacher. Pupils must not take, use, share, publish or distribute images of any member of Galbally NS community except with the permission of the teacher and member of the school community.

**Cyberbullying:**

Galbally NS adheres to the DES Procedures for Anti Bullying for Primary & Post Primary Schools definition of bullying as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school. Additionally the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the Galbally NS Anti-Bullying Policy.

* Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning,remote learning or for personal use outside of school
* Awareness of and the prevention of cyber bullying is an integral part of Galbally NS Anti-Bullying policy.
* Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

**ACCEPTABLE USE POLICY FOR PARENTS/GUARDIANS & PARENTS’ ASSOCIATION**

* Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils,their family members, staff, other members of the school community.
* Parents/Guardians must not take, use, share, publish or distribute images of any member of Galbally NS community without their expressed permission.
* Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring Galbally NS into disrepute.
* Parents/Guardians must not represent their own personal views as those of being of Galbally NS on any social medium
* Parents/Guardians should ensure that pupils do not copy/share homework assignments or school projects using instant messaging services social networks or any other form of technological communications
* Parents/Guardians should ensure that their child/ren adhere to the minimum age requirements for the use of messaging services and social networks.
* IMPORTANT NOTE : Parents/Guardians are expected to take responsibility for their child’s use of ICT and electronic devices ( including mobile phones) and should monitor their child/ren’s online behaviour outside of school and during remote learning
* ***School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment.***
* However the school will co-operate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Behaviour and Anti-Bullying policies.
* Galbally NS will, where possible, inform parents/guardians of reported incidents of inappropriate online behaviour.
* **Remote Learning and teaching**. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online. Check over the work which pupils send to their teacher, ensuring it is appropriate Continue to revise online safety measures with pupils. For video calls/Zoom 1. Under no circumstances should pictures or recordings be taken of video calls. 2. Ensure that the school has the correct email address for inviting you to join apps and meetings. 3. The main purpose of a video call is to reflect on online learning activities while maintaining a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience. 4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera. 5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account. (i.e. Family Name) 6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address. 7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off. 8. Participants in the call should be dressed appropriately. 9. An appropriate room should be chosen for the video call with no artificial background shown on screen. 10. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or a meeting being immediately terminated.

**PARENTS’ ASSOCIATION: Acceptable Use Policy for PA Social Media Communications**

The Parents’ Association communicates with parents using a variety of methods including mailing lists and form of social media. The Parents’ Association currently host a PA Facebook page under the authority of Galbally NS Board of Management. The purpose of the Galbally NS PA FACEBOOK is to

* communicate with and promote specific PA activities and events/ meetings etc to the parent body.
* All content posted by the PA must abide by copyright, child protection legislation, privacy and data protection law.
* The PA will not use the PA Facebook page or groups to express personal opinions or create, transmit,display publish or forward any material that is likely to harass, cause offence to any person or bring the school into disrepute.

The Board of Management reserves the right to monitor the online activity on these accounts with a designated staff member .

The PA Social Media and Mailing Lists will adhere to the following guidelines:

* The PA will not advertise products or services on Galbally NS PA Facebook unless prior

approval of the BOM has been sought.

* The PA will not post any comments or information that could be deemed as offensive, inappropriate, harmful, or contrary to school ethos or policy.
* The PA must not accept pupils as users or links on the PA Facebook page.

**ACCEPTABLE USE POLICY FOR SCHOOL STAFF & AUTHORIZED VISITORS/OUTSIDE AGENCIES**

STAFF/VISITORS: Email and Messaging

Staff members are provided with an email address ……….. @galballyns.ie via Google Suite for Education account. Staff members are responsible for password protecting their school email accounts.

* Staff must ensure that their @galballyns email address is used for professional purposes only.
* Staff must not use school email addresses to set up personal/social media accounts.
* Teachers must always supervise access to the Internet by pupils in Galbally NS and websites should always be previewed before presentation to the class. Where teachers seek to integrate a web page into a lesson, the webpage must be fully previewed/evaluated to screen for inappropriate content, imagery, and text.
* Staff will ensure that school WiFi, and network administrator passwords are not disclosed to pupils or non-staff members.
* Use of the internet by staff members or authorised school visitors/agencies to access or download offensive or inappropriate material is strictly prohibited at all times.
* Staff or authorised school visitors/agencies is not permitted to alter the school broadband filtering preferences in any form or manner.
* Staff members may access the internet for personal purposes outside of pupil-staff contact time only. We insist staff members do not get distracted from their work / duty of care to pupils by logging in to their social media accounts .
* Teaching practice students, transition year pupils or adults or students on a work experience/ placement may only access to the computer facilities with the permission of their mentor or supervising class teacher.
* All teaching practice and placement students must adhere to Galbally NS Acceptable Use policy.

**STAFF Recording of Images & Video**

Staff will only use school digital cameras and school iPads/other school ICT equipment for the recording of images and video of pupils for school related purposes. Staff will not take photos or video pupils or school activities on personal mobile phones.

**STAFF School Laptops / Ipads / Printers**

* Teachers have been provided with Laptops and are expected to treat same with due care.
* Teachers will not load private sensitive data on these laptops and will ensure the laptop is available to substitute teachers during periods of absence.
* Staff have password linked accounts on the school photocopier .We ask all staff to respect the costs associated with same and to copy only necessary material. Also we ask that staff would only use black and white unless colour copying is deemed essential in consultation with Principal.
* Each class is rostered to use school Ipads weekly and will ensure usage is for planned educational purposes.
* 6th class pupils are delegated to distribute and collect Ipads .Class teachers will ensure this task is done with due care. Students should never leave their iPad unattended when in use. Students should follow teacher’s instructions accessing only the applications to which the teacher has agreed. Students require permission before sending any form of electronic message. Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers permission. The camera and audio recording functions may only be used under the teachers’ direction. In the event of a child accidently accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students. IPads must be handled with care at all times.Any damage to the device must be reported immediately to the teacher.

**STAFF Social Media**

* Staff and authorised school visitors/agencies must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff, or other members of the school community.
* School staff and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of Galbally NS school community on any form of social media sites etc.
* Staff and authorised school visitors/agencies must not engage in activities involving social media or any form of communications technology which might bring Galbally NS into disrepute.
* Staff and authorised school visitors/agencies must not represent their own personal views as those of being of Galbally NS on any social medium.
* All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis. (see Webwise.ie and INTO.ie for specific advice on this )
* Staff authorised school visitors/agencies will adhere to the school guidelines on the use of personal Mobile Phones & Electronic Devices during the school day.

**Staff Remote learning and teaching**

• Check uploaded work regularly and offer feedback to children.

• Communication may only take place during normal school hours

* The normal school calendar will apply

• The following school policies apply to remote teaching and learning: -

Child Protection Policy Data Protection Policy

**Personal Devices**

Please see mobile device policy for further information.

**Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

* Data Protection (Amendment) Act 2003
* Child Trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1988

**Links to other policies and to curriculum delivery**

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be examined with reference to the *Acceptable Use policy* and any implications which it has for them shall be addressed.

The following policies may be among those considered:

* Child Protection Procedures
* Anti-Bullying Procedures
* Code of Behaviour
* Enrolment Policy
* Critical Incident Policy
* Attendance Policy

**Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

**Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Webwise Internet Tips for Parents**

• Discover the internet together  
• Agree rules with your child for internet use  
• Encourage your child to be careful in disclosing personal information,  
• Talk about the risks involves in meeting online friends  
• Teach your child about ‘source criticism’ on the internet (not all info is correct)  
• Repost illegal information to authorities  
• Encourage respect for others.  
• Know your child’s internet use.  
• Remember that the positives outweigh the negatives

**Roles and Responsibilities**.

The BOM has responsibility for ratification of this AUP and for the provision of funding for additional resources.

Teachers are responsible in ensuring that their pupils are instructed in appropriate use of IT within the school.

Parents/Guardians are responsible for the supervising of remote learning and teaching of the child in their home

The Principal has responsibility for informing parents of the policy and obtaining their consent for their child to avail of ICT resources within the guidelines of the policy All issues or problems should be reported to the Principal who will co-ordinate a response to the issue, seeking technical support among colleagues or within the parent body or seeking additional funding from the BOM

**Permission Form**

*Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Please review the schools Acceptable Use Policy then sign and return this permission form **only** to the class teacher.

**Pupil**

I agree to follow the school’s Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph □** **I do not accept the above paragraph □**

***(Please tick as appropriate)***

In relation to the school website, I accept that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children’s work on the school website.

**I accept the above paragraph □**  **I do not accept the above paragraph □** **□**

***(Please tick as appropriate)***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acceptable Use Policy for Pupils**

Galbally NS has an Acceptable Use Policy in place to ensure that all pupils benefit from learning opportunities offered by the school’s Internet and digital media resources in a safe and effective manner.

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

● I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.

● If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.

● I will use the Internet and digital media for educational purposes only.

● I will refrain from directly copying information from the Internet into my own work. I will always use my own words.

● I will never download images or words that have nothing to do with my school work.

● I am fully aware that everything I do on a school computer/laptop is monitored by the school.

● I will never access my personal email account in school.

● I will never access chat rooms in school.

**In and Out of school**

● I will not bring a mobile phone to school .

● I will never send text messages, emails and comments that are harmful and hurtful to another person.

● I will never give out my name, address, phone number to anyone online.

● I will not share personal information about another person online.

● I will always use my Username and not my real name on websites so that I can protect my identity.

● I will never arrange to meet in person anyone I meet online.

● I will not use my phone/I pad to take photos of people without their permission.

● I will not upload any photos without getting permission.

● My password is my own and I will not share it- even with my best friend.

Signature:

**Student Pledge for iPad Use**

* I will take good care of my iPad.
* I will know where my iPad is at all times.
* I will keep food and drinks away from my iPad since they may cause damage to the device.
* I will not disassemble any part of my iPad or attempt any repairs.
* I will use my iPad in ways that are appropriate.
* I understand that my iPad is subject to inspection at any time without notice.
* I will only photograph people with their permission.
* I will only use the camera or the microphone when my teacher tells me to.
* I will only use my iPad as instructed by the teacher and use the right app at the right time.
* I will never use another person’s iPad to cause offence or damage or upset.
* I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.

I agree to abide by the statements of this iPad acceptable use policy

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

**Student pledge for remote teaching and learning:**

**For submitting work:**

* 1. I will submit work and pictures that are appropriate.I will have an adult take a look at my work before I send it.
  2. I will use kind and friendly words.

**For video calls/Zoom**:

1. I will join each Zoom meeting using my family name.

2. Pictures or recordings of the video call are not allowed.

3. Remember our school rules - they are still in place, even online.

4. I will set up my device in a quiet space, with no distractions in the background.

5.I will join the video with your microphone muted.

6. I will raise my hand before speaking, just like I would do in class.

7. If I have the chance to talk, I will speak using kind and friendly words.

8. I will show respect by listening to others while they are speaking.

9. I will dress appropriately for the video call.

10. I will be on time