



# Orchard Community Primary School

Headteacher: Mrs Fiona Shields  
[fshields@orchard.leics.sch.uk](mailto:fshields@orchard.leics.sch.uk)

Deputy Headteacher: Mr John Patching

Grange Drive  
Castle Donington  
Derbyshire  
DE74 2QU  
Telephone: 01332 810078

[school@orchard.leics.sch.uk](mailto:school@orchard.leics.sch.uk)

[www.orchardprimary.org](http://www.orchardprimary.org)

## Online Remote Learning Responsible User Agreement

*Expectations and requirements for live sessions during temporary closure of school*

### Rules

**These rules are a basic outline of the principles for online working.**

- ✓ I will only use technology for school purposes as directed by my teacher
- ✓ I will only use technology when there is an adult in the house and they know I am using it
- ✓ I will not reveal my passwords to anyone
- ✓ I will be responsible for my behaviour and actions when using technology, including the resources I access and the language I use
- ✓ I will make sure that all my communication with students, teachers and others using technology is responsible and sensible
- ✓ I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent
- ✓ I will not record or take photos/screenshots of my classmates or teachers during video sessions
- ✓ I understand that when using applications provided by the school that my use can be monitored and logged and be made available to my teachers
- ✓ I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted
- ✓ I understand that a live lesson/virtual meeting is an extension of the classroom and that I should conduct myself as I would in a classroom environment. This includes:
  - Taking part in a live lesson/virtual meeting in an environment that is safe, quiet and free from distractions (preferably not a bedroom)
  - Being on time for the live lesson/virtual meeting
  - Being dressed appropriately for learning
  - Remaining attentive during sessions
  - Interacting patiently and respectfully with your teachers and peers
  - Not recording each other's online interactions
  - Finishing the session when your teacher instructs you to do so

