

**Appendix 4****HWS Expectations for Remote Learning****STUDENTS**

- You must keep your own username and password private and understand that you have responsibility for actions carried out using your username and password
- You should only access Google Classrooms or Google Meets using your school @hws.uk.com username
- You should be thoughtful and courteous in your online communications. All online activity, written or spoken, should be school appropriate, courteous and considerate
- You should follow your regular school timetable and arrive at your lessons punctually and prepared for learning, just as you would do in normal school
- You should register in your Google Year group Registration classroom each morning
- If you have a camera it should be turned on during a live lesson (Google Meet)
- You should mute your microphone when you join a live lesson (Google Meet) and unmute when you are asked to by your teacher
- You must not record lessons in any format
- You must not share, take or use screen shots for any purposes other than those agreed and explained to you by your teacher
- You should access any live lesson (Google Meet) from a quiet space and ensure that you are dressed appropriately (though school uniform is not required) and that others in your household know that a live lesson is taking place
- You should follow the usual school rules and the 4Cs of consideration, cooperation, courtesy and contribution in all your online lessons
- You should be aware that all live lessons are recorded by the school for safeguarding purposes
- If there is anything that is upsetting you or disturbing you, you should tell a trusted adult as soon as possible. You may also report your concerns through the safeguarding report link in your Google Registration Room, or the bullybox on e-praise and on the school website.
- If you have any issues regarding access to your online learning please alert the school by sending an email to [data@hws.haringey.sch.uk](mailto:data@hws.haringey.sch.uk)

**PARENTS**

- Parents are requested to support us in ensuring all students are able to participate in online lessons
- Parents, carers and family members are requested to respect any live sessions and not to engage in conversation with the student or the teacher, or cause any other distraction whilst the lesson is underway
- If you need to contact the teacher, please do so after the session has ended and via email at a later date