_____

HIS Online code of conduct
(updated September 2020)

Online code of conduct

Teachers, staff and students will be expected to follow all the guidelines and behave in the same way as they would whilst learning from home. These include:

- Always maintain a polite, courteous, formal and professional tone in communicating with each and ensure that professional boundaries are maintained;
- Be responsive and participate to the best of your ability and follow teacher instructions;
- Be on time for all virtual classes, complete all homework and assignments on time;
- Only use official channels of communication (Classe365) and work/school e-mail addresses;
- Only operate online in an acceptable way; Not send anyone material that could be considered threatening, bullying, offensive or illegal
- Ensure that any virtual contact is conducted in appropriate rooms. Students should not be in their bedrooms but rather in a public room preferably in the presence of others;
- Students should wear appropriate clothing, maintaining hijab especially if the camera/video is enabled (no football colours, inappropriate slogans, pyjamas etc).
- Turn off/put away mobile phones; Do not exchange private text, phone numbers, personal e-mail addresses or photos of a personal nature;
- Do not share/exchange username and password;
- Students should not be outdoors in public places such as parks or coffee shops;
- Students not wearing appropriate clothing will be asked to leave the meeting;
- Students must not use Madressa Teams/Class365 to engage in any unacceptable behaviour, normal school discipline guidelines will apply, please refer to the Behaviour and Safeguarding policies;
- Students/parents MUST NOT record or take photos of any lessons, teachers or students.
- Access the Hyderi Islamic School online lessons via the regulated tablet stipulated in our Tablet policy ONLY, and not through any other device.
- Be mindful of the features, and not disuse them e.g. mute control
- Not give out any personal information online, phone number or address and do not reveal passwords or lesson link to anyone
- Have the camera turned on. (This is to ensure the lessons are being accessed by the appropriate participants only)
- Understand that virtual online learning at Hyderi Islamic School will be monitored and remotely secured

REMEMBER

- A record of attendance for each lesson will be kept;
- Lessons will be scheduled at least 24 hours in advance in normal school hours;
- Any behaviour concerns should be reported to your Section Head;
- Any Child Protection concerns that may arise from an online interaction should be reported to either your Section Head or the Safeguarding team.

_____