

Safeguarding Code of Conduct for Online Learning - Students

All Online Communication

- Must be through Patana email, Firefly, Google Drive, Microsoft Teams or Google Meet - using Patana accounts
- Must not use personal accounts eg email, phone or social media
- Must use WiFi connections that are password protected.
- Please update virus software on your school laptop when requested

Face-to-face conversations online

- Students need to be dressed appropriately
- Must have a blurred out or alternative background
- Must only use Microsoft Teams or Google Meet

Communication

- Students must interact in a polite and respectful manner at all times using appropriate language.
- All materials shared by students must be appropriate (videos, images, documents etc.)
- If a student communicates inappropriately they will be blocked from the platform and a member of the Leadership Team will be in contact. The system records the date and times of all communication.
- Students must report any inappropriate communication to their subject teacher or Head of Year.

Concerns

- Students should report any concerns regarding the well-being of themselves or others to their Head of Year or via the whisper button.
- Students should report concerns regarding work directly to their subject teacher or the Head of Subject.