Online Etiquette guide for remote learning

Online etiquette guide

- Ensure you ‘arrive’ on time to the meeting.
- Leave your camera turned on at all times. Let the children know if you have to turn it off.
- Do note mute the sound and remain unmuted unless you tell the children that you are muting the volume.
- Test camera/audio/microphone before the session to ensure they are working and prevent delay to the session start.
- Turn off phone/emails so that full attention can be given to the session.
- Appropriate, professional dress should be worn at all times. If you would not wear it for work you should not wear it for remote learning.
- Consider your surroundings when hosting live sessions from home. Consider the implications of a table filled with wine bottles to pupil/parent perception of you.
- Try, where possible to engage in conversation i.e. respond to questions posed when encouraging to participate.
- Remind pupils/parents that sharing links to ANY session is forbidden as is recording sessions. Only persons that have received an invite are eligible to attend.
- A polite reminder should be given that that online sessions are not to be used for ‘personal’ chat.
- Ensure that when accessing the training you are in a conducive environment suitable for learning. E.g. Is it appropriate to have TV on in background or music playing?
- The safeguarding of all children should remain paramount when hosting the online sessions for example, not allowing your own children and/or other adults to be seen or heard on screen or via the speaker systems.
- Normal safeguarding procedures should be followed when reporting any concerns.
- Consider what other files and/or tabs are open when sharing your screen as potentially sensitive information could be shared.
- Make everyone in your household aware when recording ‘as-live’ sessions or hosting video conference (Zoom/Teams/Meet) sessions.
- In advance, inform all participants that you are expecting to see them on camera for live sessions to monitor engagement. Allow parents who have objections to not attend.
- Good practice to have a script for either as-live or live sessions to control content to a degree.