

## **Live Learning: Code of Conduct for Students**

1. The purpose of live learning streams for lessons / tutorials / assemblies is to support students' learning, personal development or welfare
2. Although we are not in the same building, our normal academy rules apply: Ready, Respect, Safe. These must be followed at all times
3. Live learning streams may be recorded by the teacher to share the learning with other students and to safeguard everyone involved
4. Students are not permitted to record live learning streams
5. Students should wear sensible clothing. Full uniform is not required but due consideration should be given to appropriate clothing (e.g. shoulders covered, no offensive logos)
6. Students should join the live stream in a shared space in the home and not in a bedroom if at all possible
7. Students should join the live learning stream 5 minutes before the published start time to check all of their settings are working correctly
8. Students must not join live stream lessons in public places outside of the family home
9. Teachers will admit students to the live learning stream one by one to check identification and welcome them personally
10. After joining the live learning stream, students' microphones and videos should be muted. Students should unmute their video feed briefly for identification purposes
11. If students wish to, they can join the stream by video fully by "enabling" their own video using the settings in MS Teams
12. If students do use a video live stream, the following must apply:
  - The student's full face must be visible
  - Head coverings (e.g. caps / hats) must not be worn (unless for religious purposes)
  - Students must clearly focus on the learning and not on other distractions
13. Students may wish to join live learning streams by audio only and leave their video feed muted once identified by staff
14. The teacher delivering the lesson may be supported by another member of staff
15. If present, the supporting member of staff will act as a co-host to monitor online behaviour, provide students with chat feedback and assist with technical support
16. There must be no inappropriate language used in the chat function
17. There must be no inappropriate gestures or images used or posted on the screen
18. If students do not understand the lesson or have technical queries, they should type question into the chat function and the teacher or co-host will unmute the microphone to facilitate questions being asked
19. Students should complete the tasks required following direction from the teacher
20. If students online behaviour is not appropriate, they will be removed from the meeting and we will contact parents to discuss a possible sanction in response to the behaviour

### Oak Academy

Sian Thomas, BEd (Hons), CEO - AAT  
Paul Holman, BSc (Hons), Director of Outcomes  
Richard Burgas, BA(Hons), Principal

[www.oak-academy.co.uk](http://www.oak-academy.co.uk)

E [office@oak-academy.co.uk](mailto:office@oak-academy.co.uk) T 01202 774600  
Duck Lane, Bournemouth, Dorset. BH11 9JJ