



## EXPECTATIONS DURING REMOTE LEARNING

### STAYING SAFE ONLINE

Staff will only contact you through Google Classrooms or through a Buckler's Mead Email address. They will never use a private email address. If you ever concerned, do not respond, and call the school on 01935 424454 during the school day.

### GOOGLE CLASSROOMS

Make sure you accept invitations to your Google Classrooms. When posting, we expect the same standards of language and behaviour as in a real classroom.



### “LIVE LESSONS” AND GOOGLE MEETS

If you are attending a live lesson or a virtual meeting with a member of staff, please adhere to the instructions below:

- You must positively identify yourself at the start of the session – either by turning your camera or microphone on. Once you have said hello, you are welcome to turn both off and use the messaging facility. This is to safeguard all of the students in the class.
- Ensure your user name is your real name
- Keep your microphone on mute whilst the teacher is teaching.
- Use the hands up button or the chat to ask a question
- Do not enter a virtual meeting without a member of staff present
- The same expectations of behaviour and language apply in a virtual lesson, as they would in the classroom



### PASSWORD

Make sure you regularly change your Google Password, and use the tips below:



- **Never share your password with anyone**
- Make sure it is 8 letters or longer (a 3 digit password takes less than a second to crack)
- Combine letters, capitals, symbols and numbers.
- Use a non-personal phrase
- Don't use the same password for other accounts
- If you forget your password email [password@bucklersmeadacademy.com](mailto:password@bucklersmeadacademy.com)

### TUTOR CONTACT

Tutors and the pastoral team will contact you by phone by calling your parents or carers. This may be from a withheld number. They will not call your mobile phone.

