

Code of Conduct, & information sheet, IH Bristol online English lessons

For all U18s: child & their parents/guardians to read, sign return before course starts

**Code of Conduct – child statement (parents please read these with your child!)**

* I will keep my video camera on during all lesson time, so the teacher can identify me and confirm my attendance and participation
* I will not record IH Bristol lessons or take photos/screen shots, unless I have my teacher’s permission
* I will not use IT or social media to bully or make other members of the school unhappy. (An example is writing bad things about other students on Twitter.)
* I will not post another student’s private information online
* I will not look at or change other people’s files without having their permission
* I will not use my device or internet for anything that is illegal, not suitable for under-18s or which makes other people unhappy. (Examples are copying music illegally, looking at unsuitable websites about sex or telling people to hate other people.) This applies also when uploading any homework documents for my teacher

25

* I will not smoke cigarettes or drink alcohol during lessons
* In class time I will not use other IT devices (for example, other tablets, laptops/mobile phones) unless the teacher says I can and only for learning
* I will dress appropriately for all classes (I understand that pyjamas are not acceptable and that I must be fully dressed)

Abusive behaviour – I understand the following behaviour is not tolerated at International House Bristol:

* Bullying of any kind (physical, verbal, written, online)
* Racism (with respect to other races, nationalities, cultures and religions)
* Excessive and / or loud swearing
* Sexual harassment of any kind (physical, written, spoken or on the internet)
* Aggressive behaviour towards staff, students or visitors
* (for example, shouting at other students inappropriately)
* Any illegal activity under UK Law, or promotion of

If a student’s behaviour becomes unacceptable (in International House Bristol’s opinion), the student will be given one written warning (also sent to parents / guardians by email). If unacceptable behaviour occurs again, International House Bristol will require the student to leave the school immediately and with no refund of fees. Please note that the school may require the student to leave immediately - and with no written warning - if the behaviour is very serious in the school’s opinion.

Staying safe online

* I will not share personal information about myself or others if I talk to strangers online. (Personal information could be pictures, names, addresses, email addresses, telephone numbers etc.) I will not try to meet strangers I have talked to online.
* I will immediately tell staff about anything that makes me feel uncomfortable when I am online.
* I understand the importance of protecting my online identity and reputation

**Child (under 18 years) taking online lessons with IH BRISTOL:** I confirm I have read IH Bristol’s Code of Conduct and agree I will follow these rules.

|  |  |
| --- | --- |
| Name: |  |
|  |  |
| Signed: |  |
|  |  |
| Date: |  |

**If I have a concern / problem (for example about inappropriate behavior, or something that has made me unhappy ) – what can I do?**

If you are the **child**:

* You can tell your parents or your teacher so they can contact the school, **and/or**
* use one of the contacts below to let us know your concern. We will try to help you.

If you are the **parent/guardian**:

* you can contact IH Bristol using one of the contact details below to report your concern

Contact details:

* Pete Gibson, Principal: [**pete@ihbristol.com**](mailto:pete@ihbristol.com) (Designated Safeguarding Lead for U18s)
* IH Bristol main email: [**info@ihbristol.com**](mailto:info@ihbristol.com)
* IH Bristol main office telephone: (+44) 117 9090911
* If you have your teacher’s **work** email, it is also possible to tell them your concern

Useful website for children about Staying Safe Online:

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/>

---------------------------------------------------------------------------------------------------------------------------

**My responsibilities – parent/guardian statement**

* I will provide a suitable, open workspace for my child (for example, office, kitchen, sitting room). IH Bristol asks that this should not be the child’s bedroom because this is an enclosed, private space which is not appropriate, and we cannot ensure good safeguarding.
* If my child if under the age of 16 years, I will always be present in the house during lesson time
* I will ensure my child has a quiet space to have the lesson in (for example making sure other children in my house are not disturbing the lesson, making dogs in the house which bark are not close to the camera, etc.)
* I will ensure my child has the correct technical equipment for the online lessons and suitable

Wi-Fi internet speed

* I will ensure my child has their video always switched on so the teacher can identity your child and confirm their attendance and participation in each lesson
* I will talk to the other members of my household (adults and children) to explain they must

1. be dressed appropriately while lessons are in progress if in the same room or in view of the camera
2. not talk loudly or shout during lesson time – i.e. no voices/actions to disturb the lesson;
3. be aware this is a lesson for U18s, so all actions within the household must be safe and appropriate for children

**What does IH Bristol do to ensure your child’s safety online? (information for parents - share with your child if you wish)** To ensure all ‘live’ online classes using Zoom are as safe as possible, IH Bristol:

* only allows a manager, trained in Zoom and in U18s safeguarding, to schedule Zoom classes
* uses only official IH Bristol Zoom accounts. Teachers are not allowed to use personal accounts
* always has a Waiting Room set in Zoom classes, so students cannot enter the class early by themselves. Students can only enter the class when the teacher ‘admits’ them, using the official class register to check for who is expected
* always uses *password protected* Zoom links to each class’ meeting’ to reduce the possibility of unwanted people entering the class. Passwords are embedded in each link, new for each week
* Zoom class links are sent by email to parents’ email addresses (children can be cc’d in too)
* Sets the Zoom chat function so that students cannot message other students privately. All chat is therefore monitored and moderated by the class teacher

* Shows students that there is an ‘ask for help’ button when they are in break-out rooms, to call the teacher to come to them
* ends the meeting for all at the end of each class; meaning no unmonitored students activity/chat
* trains teachers to remove participants from the class, or put them in the waiting room, if there is any unacceptable behavior; in an emergency the teacher will simply end the class for all
* sets the Zoom ‘share screen’ function so only the host/teacher can share. Hosts can give individuals permission to share if they wish during a lesson to display students’ work, for example
* ensures that the above security settings and policies are set and checked regularly by the IH Bristol timetabling manager(s). IH Bristol teachers are not allowed to change these

In addition:

* an academic manager trained in Safeguarding regularly goes into classes unannounced each week to say hello and to check these rules and policies are being followed (by students/teachers)
* there are regular teachers’ meetings, led by the IH Bristol academic manager, to review the above settings and policies are being followed, and to check if there are any safeguarding concerns to address
* teachers receive an ‘IH Bristol Guide to Teaching Online’, which includes these points, and they must also read this Code of Conduct and abide by its rules and guidance
* teachers are all trained in U18 safeguarding and how to report concerns, and who to
* teachers and staff who deal with U18s are all DBS checked (for criminal records)
* IH Bristol management is trained in Safer Recruitment of staff, for recruiting new teachers

**Official links to Zoom online platform (IH Bristol’s chosen method of online delivery):**

* Zoom security and privacy official information page:

<https://zoom.us/docs/en-us/privacy-and-security.html?_ga=2.41529698.1375390244.1593951897-1607993656.1589962380>

* Zoom platform main website: <https://zoom.us/>
* For some materials and homework, we use **Dropbox** or **Microsoft Teams**. This is both for teachers to make some materials available, and for students to be able to upload some homework or material they have created for the teacher. Links for this will be provided by your teacher, as necessary.

Useful online safety website for parental support: <https://www.internetmatters.org/issues/>

---------------------------------------------------------------------------------------------------------------------------

**DECLARATION BY PARENT/GUARDIAN :**

I confirm I have read the above Code of Conduct and information and agree that I and my child will follow the rules given.

I therefore give my consent for my child to participate in IH BRISTOL’s online English lessons and activities.

|  |  |
| --- | --- |
| Name: |  |
|  |  |
| Signed: |  |
|  |  |
| Date: |  |