

*Papplewick*  
*Ascot*



*Remote Learning*

*January 2021*



# ***Remote Learning January 2021***

## **Index**

<b>Page 2</b>	<b>Introduction and Pastoral</b>
<b>Page 3</b>	<b>Academic</b>
<b>Page 4</b>	<b>Guide to Remote Learning for Parents</b>
<b>Page 5</b>	<b>Top Tips for Boys for Working @ Home</b>
<b>Page 6-10</b>	<b>Boys' Guide to Using Teams</b>
<b>Page 11</b>	<b>Sport</b>
<b>Page 12-13</b>	<b>Co-Curricular</b>
<b>Page 14</b>	<b>Years 2-4 Lent Timetable</b>
<b>Page 15</b>	<b>Years 5-8 Lent Timetable</b>
<b>Page 16</b>	<b>Who Can I Talk to?</b>
<b>Page 17-18</b>	<b>ICT – Papplewick Acceptable Use Policy</b>



## Introduction

The main aim of our remote learning programme at Papplewick is to provide an experience as close to the 'real thing' as possible for your sons. We do though accept that we cannot simply replicate 'normal life' for the boys. However, we hope that by following the normal daily timetable of lessons including Saturday mornings, by continuing to provide the full breadth of our curriculum including Art, D&T, Music, and PE, by providing sporting and extra-curricular experiences, and through regular contact with tutors and form teachers, we will be giving the boys as normal an educational experience as is possible even though they are still at home.

As you are aware, we will once again be using Microsoft Teams as our main platform for the delivery of lessons. Although the vast majority of boys are now familiar with this platform, it would be a surprise if everything went entirely smoothly from day one. However, we anticipate that new skills will be built upon quickly, and there is no doubt that the programme will evolve again with every week that passes. A number of new features also exist that should enhance the feeling of being in a 'real live classroom' for the boys. The younger the boys are, the more they will clearly need help from you as parents at the start, but we hope that they will rapidly become as independent as possible in their use of Teams. In short, and at the risk of preaching, an investment of time from parents early on should bear dividends in time saved later on. We also hope that you will allow them to be independent - last summer's experience suggested that they will rise to the challenge and, before long, they will not need your assistance. After all, you are not normally here to help them in lessons in school, and they should not need your assistance at home as the staff will be there to help them given they are teaching every lesson of the day live.

We hope that you will find this 'booklet' helpful in guiding both you and your boys through what will be ahead for them in the next few weeks. It may not be the most exciting read, but it does contain a lot of important information in order to set everyone off on as positive a footing as possible once term gets underway.

## Pastoral

As ever at Papplewick, at the centre of your son's pastoral care is either his tutor or his form teacher. There is no change in this during the remote programme, and most days will start with the tutor/form period. We know these can be more informal than lessons and involve some good social interaction for the boys. All boys will have an opportunity to contact their tutors or form teachers either by email or through Teams if they have any worries or concerns whatsoever. Parents' first line of communication will also continue to be very much to tutors or form teachers by email for any queries whatsoever that you may (and probably will!) have.



# Academic

## The School Timetable

We have chosen to follow the school timetable as closely as possible in order to give the boys a familiar structure to their day even though they are working from home. They are of course better acquainted with it than you at the moment, and they are used to the peculiarities that lessons on Monday, Tuesday, Thursday and Friday are of 35 minutes' duration, while lessons on Wednesday and Saturday are of 30 minutes' duration. Between each lesson is a five minute break which should work well at home to enable boys to log out of one lesson, stretch their legs etc., and then log back into the next lesson. It will clearly be important to be aware of timings so we would be grateful if you could ensure your son is well-armed with a watch or clock.

## Start of each day

The start of most days will be to log in with their tutor or form teacher at the time named in the timetable, unless it is their tutor or form teacher's day off in which case their day starts with their first lesson. On Wednesdays, the start of the day will be to log in with the member of staff who takes them for PSHE.

## Prep

One of the matters we learned from last summer was that asking boys to complete preps after a full timetable of live taught lessons resulted in both too much screen time for them, and to them working too late into the day after an intense day of lessons. Therefore, there will not be a prep time and each formal teaching day will end officially at 3.45pm. Should there be any worksheets to print off for lessons, to help you with the planning of this (we are assuming evenings are better for you than during the day), we intend to inform you by 6pm the day before of any worksheets that will be required for the next day.

## Reading

There is a reading period built into the timetable almost every day after lunch. While we know your sons will need to let off steam after a morning of lessons, being at home offers the perfect opportunity to encourage the boys to take advantage of this time with their noses in a book. Quite apart from developing a joy of reading, all the experts agree that nothing improves overall academic performance better than reading, reading, and then reading some more! This will of course now be linked to the Accelerated Reader Scheme.

## Overseas Families

We are acutely conscious of the time differences between home and school for some of our overseas families, and are already grateful for the flexibility they have shown in being willing to fit in with as much of 'UK time' as possible. Where this is not possible, lessons will be recorded allowing overseas boys to access the lesson at a time more convenient for them.



## Guide to Remote Learning for Parents

Remote learning with a full timetable will be a new concept for some of your sons and there are bound to be a few teething problems to start with. Below is a guide to help this process and to ensure the transition is as smooth as possible.

### Monitor your son's communication and online activity

It's important to remind your son that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners, and not to post or send any negative comments just because they are behind a computer.

### Establish a daily schedule and routine

Working from home, and trying to learn in a more casual setting that your son might associate more with play and freedom might take a bit of getting used to. Try to stick to the daily routine and use the timetable that we have provided to help children keep on top of their daily learning.

### Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. We will be working with the usual school timetable so boys will have time away from their screens, however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.

### Ensure your learning device is in a public space in the home

It's important to consider where your son's PC or laptop is placed whether live video is being used or not. Boys should blur their background when video calling but anyway should try to keep the background neutral with no personal information visible. Also move laptops out of the bedroom as this could be deemed to be inappropriate.

### Implement safety controls and privacy restrictions

It is important that whilst working remotely your son is working as safely as possible. You need to ensure that the device he is working from is as secure as possible. Please follow the following link to ensure your device is secure: <https://www.ncsc.gov.uk/guidance/securing-your-devices>

You may also want to consider the camera on your device - advice on how to secure it can be followed here: <https://www.ncsc.gov.uk/guidance/smart-security-cameras-using-them-safely-in-your-home>

### Ensure your son only uses Teams or his school email

It's important that all communication with teachers and school staff is directed through Papplewick's approved channels. These are Teams and Email. This is to protect yourself and the boys.

### Familiarise yourself with Papplewick's policies

Please read the **Acceptable Use Policy** including aspects related to Remote Learning. Familiarise yourself with them and ensure you know what is expected of teachers and your son during lessons, both online and offline. Once read, please sign your name and your son's name (for each son) online at <https://www.papplewick.org.uk/parent-info/acceptable-use-policy.html>

### Monitor your son's wellbeing and mental health

Remote learning is likely to mean that your son won't get the same level of social interaction as normal, and might not see his friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you safely can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends every day is likely to take its toll over time.



## Top Tips for Boys for Working @ Home

### 1. Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being at Papplewick, particularly in respect of behaviour and conduct. Focus on learning and don't get distracted by your surroundings.

### 2. Use classroom language

When you are using Teams or email, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite, just like you are at school!

### 3. Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having long periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.

### 4. Think where you are going to work from

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so your parents can supervise if necessary. Avoid your bedroom if possible, the last thing you want to do is think that your bedroom is where you do school work!

### 5. Only communicate through Teams or Email

It's important that you send messages and any pictures or images required for class through Teams, or by email if directed to do so by staff. This will help to keep your personal information safe and secure.

### 6. Dress in 'smart casual'

As part of your learning environment, you should be dressed appropriately which is 'smart casual'. No pyjamas! Hair brushed please. This will help you feel that you are in a classroom and expected to work - trust us, it will help!

### 7. Don't share passwords or other sensitive information

In order to begin your online lessons or to gain access to learning materials, you will have to use your log in and password. In the same way you keep your personal details private, always keep these safe and never share them with others.

### 8. Don't use School Teams to discuss personal matters

It's important to keep the School's communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via teams or your email – these are not associated with your learning.

### 9. Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up. Above all, BE KIND ONLINE.

### 10. There is always someone to talk to

Although you are at home, there is always someone to help if you have any concerns at all. If you feel you cannot talk to your parents about it, your Form Teacher or Tutor will be there to help. They are always available by email, so make sure that you know it! You could even speak to Alison Howe who is the School's Counsellor and always happy to help.

To find out more people you can talk to, please turn to the page 16 headed:

**Who Can I talk To?**



# Boys' Guide to using Microsoft Teams

## Section 1 - Information

### Getting started

- Please sign in using the following address: <https://www.office.com/>
- Login details will be your son's email address: [xxxxxxx@papplewick.org.uk](mailto:xxxxxxx@papplewick.org.uk) and the same password they use at school. If your son has forgotten his password he should contact his tutor who will then raise this with the school's IT department. Please ensure that your son does this before the end of the Christmas holidays so that he has familiarised himself with the login process and ensures that he has his password before the start of term to minimise any issues.
- Once your son has logged onto Teams they will be able to view all their classes by clicking on the 'Teams' icon (**Graphic 1 - red circle**). Teachers will usually title/date their lessons so that they can be easily identified – an example is given in (**Graphic 1 - orange rectangular box**).
- From this page, the boys will be able view and access their assignments, files and any recent activity, for example, instructions for prep, links to recorded lessons, useful website links or uploaded worksheets and so forth. They can find these using the tabs in the left hand column of the screen. The boys will not be able to use the chat or call features.

### Joining a Lesson

- Only the teacher should be able to start a 'meeting' / lesson. The boys will be able to join once the meeting has been set up.
- The boys will be invited to join a lesson as timetabled. When doing so they should first turn on the camera (**Graphic 1 - orange circle**) and then click the 'meet now' button to join the lesson, where they will be greeted by their teacher/tutor.

### At the start of a Lesson

- The boys should turn on their microphone and camera (**Graphic 2 - red rectangle**) at the start of each lesson. **CAMERAS ARE TO REMAIN ON DURING THE LESSON**
- The teacher may start the lesson with a 'video conference' where the boys will be able to see their teacher to be welcomed to the lesson. The boys should at this point already have their camera off. After any meet and greet, the teacher may then share their screen with the class to give further directions.
- **Only the teacher should start the recording of the lesson. Pupils are strictly not permitted to record the lesson using external software and they are not allowed to share any recordings made by the teachers.**

### **Communication/questions during lessons**

- Boys will not be able to use the main 'chat' function on the home page to communicate with one another either on a one to one basis or in a private group – this feature has been disabled. However, during live lessons, boys will be able to communicate with one another using the conversation/'meeting chat' function that will appear when the lesson is live. The communication is by typed text only ([Graphic 2 - blue rectangle](#)). To see the class room chat the boys should click on the icon ([Graphic 2 – blue square](#)). Any content posted here will be seen by all the class, including his teacher. If a boy wants to ask a question, he can do so using this function. If a boy would like to ask a question verbally, he should first ask to do so in the 'meeting chat' function and the teacher will then un-mute that boy's microphone so he can ask the question. This method will only allow one boy to speak at a time, as and when necessary. Boys should note that once their microphone is un-muted by the teacher, the whole class will be able to hear what is being said, in the same way as would be the case when questions are asked in a classroom situation.

### **At the end of a Lesson**

- All boys will need to hang up using the red 'phone' icon ([Graphic 3 – red telephone icon](#)) below at the end of the lesson before the teacher. If the boys accidentally hang up during the class they can always re-join using the steps above.

### **Tutor groups**

- Tutors may decide to conduct a video conference during their tutorial period. It is recommended that boys activate the 'start video with blur' setting (if this function is available to them) before turning on the camera ([Graphic 3 - red square](#)) as this will blur out anything in the background and allow only the boy himself to be seen. This can be activated by clicking on the three dots ([Graphic 3 - red circle](#)) and then selecting 'start the video with blur' ([Graphic 3 - red rectangle](#)).

### **Recorded lessons**

- For overseas boys / missed lessons – a recording of the lesson may be made by your teacher. Your teacher will send a link to this lesson which will be labelled appropriately in the 'post' section ([Graphic 4 - red circle](#)) to view posts. Along this same table the boys will be able to access class materials in 'files', their graded work from assignments and class Notebook if required.

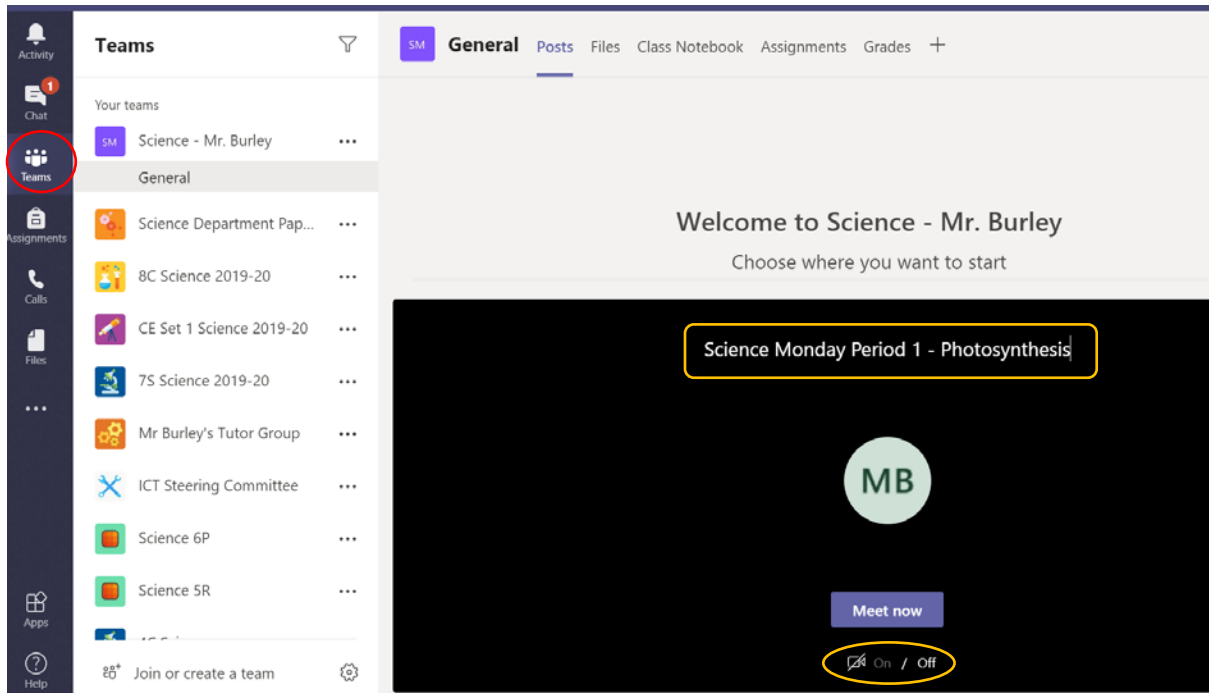
### **Private Conversations with Staff**

- As explained before, the 'call' and the 'chat' features have been disabled. Therefore, should your son need to talk to a particular subject teacher or his tutor about an issue or concern privately, he should do so initially via email. It is possible that his tutor/subject teacher will then set up a private meeting/conference on Teams to discuss the matter. This would mean setting up a private 'group' similar to how his classes are set up, but with just the teacher. If an answer can be given by email instead, this may well be used at the teacher's preference.

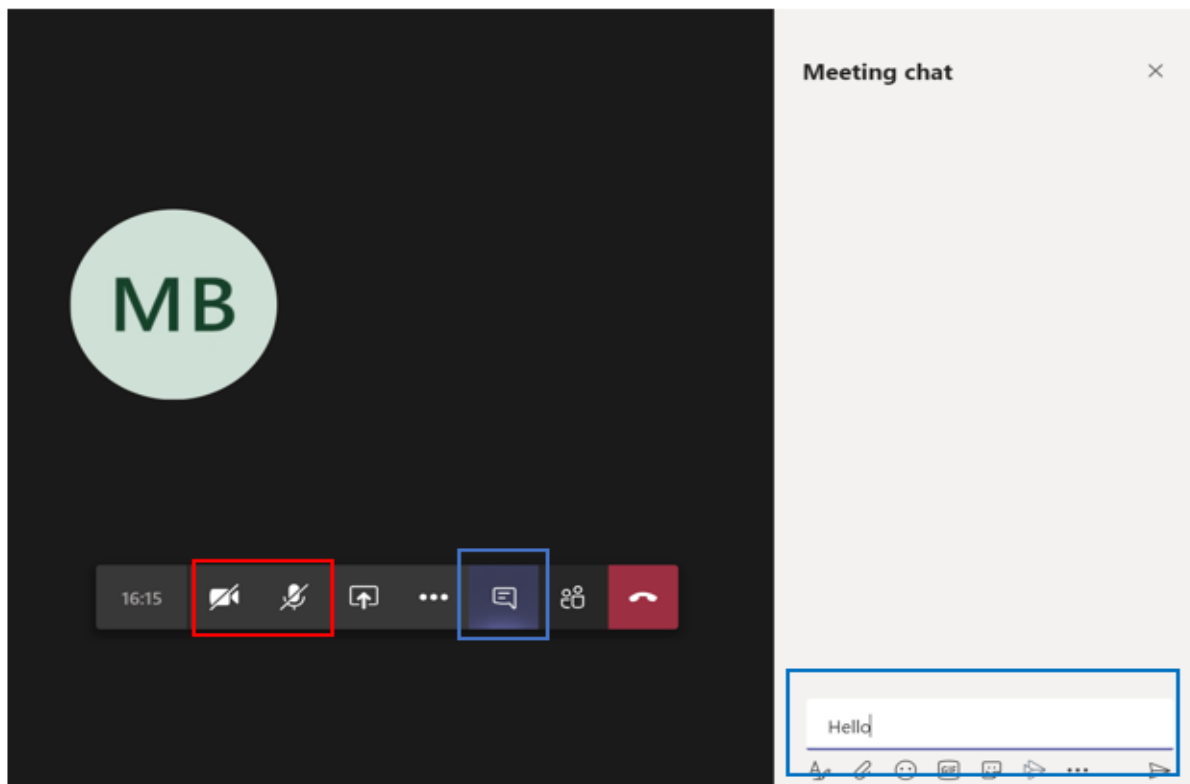


## Section 2 - Graphics

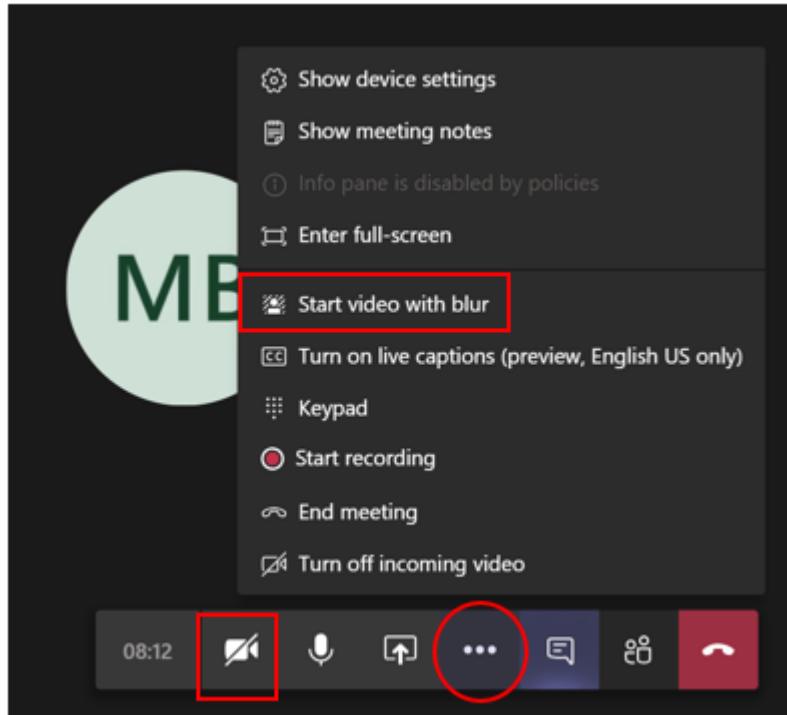
### Graphic 1:



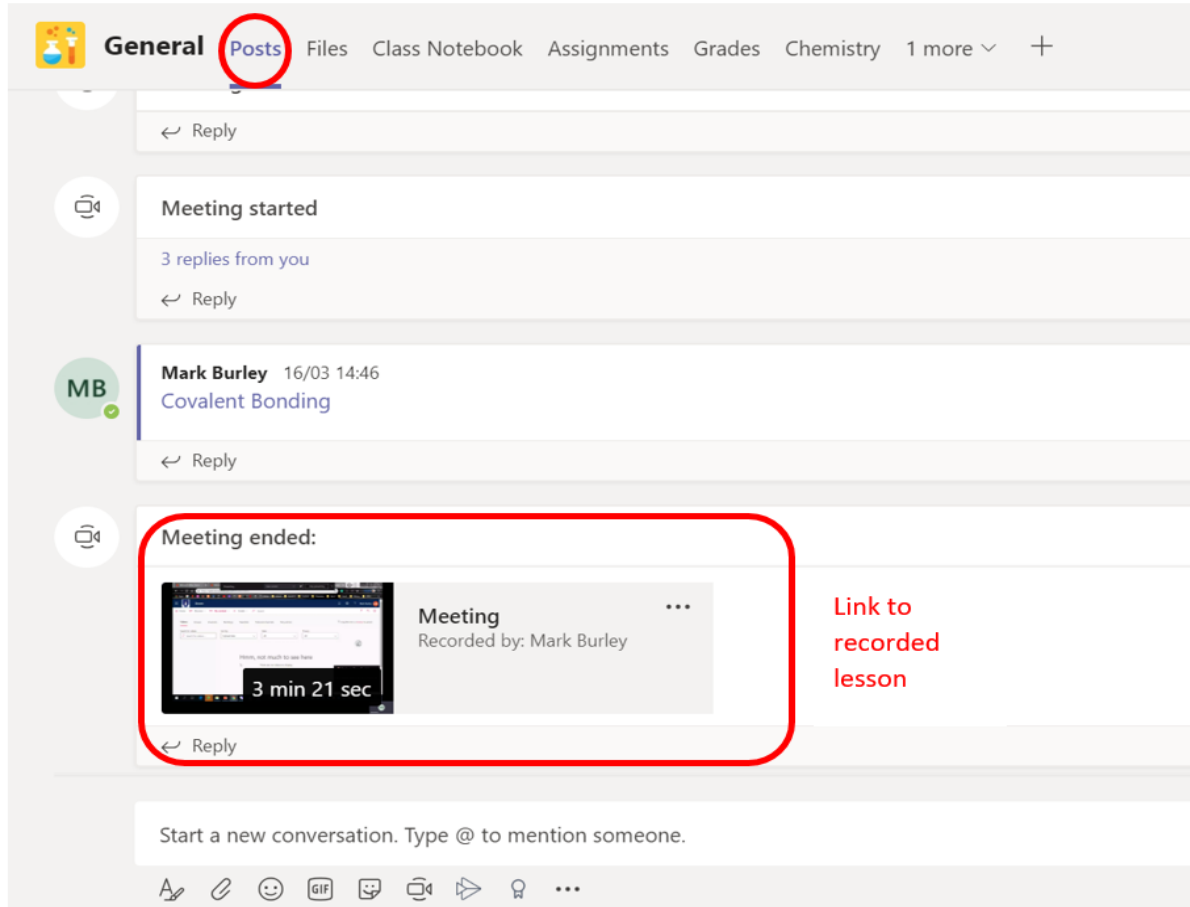
### Graphic 2:



### Graphic 3:

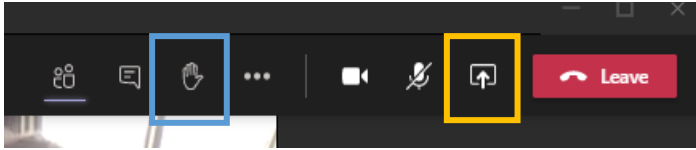


### Graphic 4:



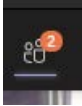
## Section 3 - New(ish) Features

With recent updates available to Teams you may have noticed that there is a slightly different layout, however the icons remain the same. The icons now remain fixed in the top tool bar.



New Features:

1. Boys will now be able screen share their online work to the teacher or class. Boys should click on the icon highlighted in the yellow square.
2. Click on the Raised Hand icon (blue square) to ask a question where the teacher has muted the whole class and where the boys are unable to unmute themselves. If the raised hand is clicked their teacher will be notified as highlighted below:



The teacher will then unmute the boy so that they can ask a question. The pupils must then lower the hand again by clicking on the icon again.

3. The boys maybe assigned to paired or group work using the new 'breakout' feature which will be organised by their teacher.



## Sport

We are keen to keep the boys fit and active as we did through the Summer term but we are also fully appreciative of the limitations, given the winter weather and limited space for some. I know as parents, you will encourage the boys to get plenty of fresh air and I am sure that 'exhausting' our energetic young men is the one chance you get to finally have some peace!

We will aim to provide a sporting programme for the boys that is stimulating and fun but the focus this time around has to be on quality over quantity, as we must be realistic about what can be achieved through these winter months at home. I am sure many of the boys will come up with their own ideas through the week and we know how much they enjoy their sport and activity. As far as I am concerned, the more creative they can be, the better. However, we will do our best to encourage the boys to stay occupied and on the move and the following programme will be in place:

1. A Sports 'Teams' group for the whole school to follow with a fun, challenging activity or class, delivered via a live session every Wednesday at 2.00pm for between 30 and 45 minutes. All you will have to do is log on and we will tell you in advance as to the basic equipment you will need, if any. This is effectively your Wednesday training session!
2. The Sports 'Teams' group for the whole school will also offer a weekend competition, for all the boys, uploaded every Saturday. This may be split in year groups, or houses or as a lower/middle/upper school competition.
3. The boys who have Physical Education lessons timetabled in the morning will still continue with this, with the main focus being on a scheme of work for Health and Fitness. Within this, we will cover Proprioception, some body weight training, a fitness and skills circuit, some isometric training, a lesson focused on Yoga and Dance and some ideas developed by the boys too (write your own fitness programme). Very little space and equipment will be needed and everything will be based indoors from their rooms or place of work. A little bit of help from Jo Wicks normally finds its way in there too!

Jamie Baker – Director of Sport



## Co-Curricular

One of the areas that we really take pride in at Papplewick is what we offer the boys outside of the classroom. Whilst operating remotely we still intend to offer as much as possible to ensure that the boys' lives are enriched, to increase their opportunities, and to fundamentally develop the boys into rounded individuals. To continue to achieve this we will be offering the following:

- **Thursday Activities** - the ever popular Thursday afternoon activity programme will be continuing throughout remote learning. There will be one session and it will run from 2:30pm-3:30pm and activities will range from learning Spanish to a bird watching club. Activities will be selected with the boys' Tutors or Form Teachers and will operate on a two week cycle, so the boys will have an opportunity to pick a fresh activity from a new list of activities every two weeks.
- **Class Music** - Music lessons at school will go ahead as usual with an adapted curriculum to suit remote learning.
- **Instrumental Music** - All peripatetic music staff are offering lessons as normal on a weekly basis to their pupils. We hope that as many boys as possible will take advantage of these lessons because if there is one thing that can still be done productively at home during a lockdown, it is hours and hours of music practice!
- **Choirs** – we are delighted that several of our choirs will be operating during the remote programme thanks to the wonders of modern technology. Mr Parton and Mr Goodwin will speak to the boys directly during in Week 1 with more information.
- **Performance Opportunities** - After the success of our virtual concerts last term, we will be continuing to provide performance opportunities for the boys. All our instrumental recitals will go ahead as stated in the calendar under the guise of 'Living Room Recitals'. We also have several other exciting projects for the boys to get their teeth into throughout lockdown as we work towards our House Music Competitions at the end of term. There will also be opportunities to perform live during Headmaster's Assemblies each week. Boys wishing to sign up to perform should contact Mr Parton directly.
- **Drama** – whilst the traditional on-stage plays may not be able to happen, we are pleased to confirm that LAMDA lessons will be continuing as normal. Mr Buck will be producing a weekly timetable, and Tutors and Form Teachers will let the boys know their times.

- **PALS – Earn Your Stripes** - PALS (Papplewick Activities and Leadership Scheme) is Papplewick’s own mini Duke of Edinburgh programme for boys in Years 6-8. PALS - Earn Your Stripes is its second cousin (PALS@Home was its first cousin!) and will be available to all boys at Papplewick, including the mighty Year 2s! Boys will have to complete activities at home to earn ‘Badges’, they need to earn a certain amount of badges to earn a ‘Stripe’, with the aim being to achieve all of their ‘Stripes’.
- **Stag Mag Weekly** – the Weekly Stag will be making its return this term whilst operating remotely. This will keep boys informed of events and the goings-on at school, and also keep boys in touch with what they are up to. All boys are encouraged to write their own articles. It really could be anything - last time around we had articles regarding anything from boys’ own lockdown experiences to hedgehogs and poems!
- **Papplewick Challenges** – this time out, we will be hosting special ‘one off’ challenges where boys will have to face a variety of challenges from a range of different areas and not just the sports field! Keep your eyes peeled so not to miss out! There may even be some special guest appearances!



### Daily Timetable – Years 2, 3 & 4

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Form/Tutor Time	8.40 Mr. Ward	8.40	8.30 PSHE	8.40	8.40	8.40 Mr. Bunbury
Lesson 1	8.55	8.55	8.50	8.55	8.55	9.00
Lesson 2	9.35	9.35	9.25	9.35	9.35	9.35
Lesson 3	10.15	10.15	10.00	10.15	10.15	10.10
Morning Break	10.50	10.50	10.30	10.50	10.50	10.45 Lesson 4
Lesson 4	11.20	11.20	11.00	11.20	11.20	11.15 End of Week
Lesson 5	12.00	12.00	11.35	12.00	12.00	
Lunch	12.35	12.35	12.05	12.35	12.35	
Lesson 6/Prep	1.10	1.10	Lesson 6 12.40	Lesson 6 1.10	1.10	
Reading Time	1.45	1.45	1.10	1.45	1.45	
Lesson 7	2.25	2.25	2.00	2.25	2.25	
Lesson 8	3.05	3.05	Training Activity	Activity	3.05	
Tea and Buns Break!	3.40	3.40	3.40	3.40	3.40	
End of Day	4.00	4.00			4.00	



### Daily Timetable – Years 5 - 8

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Form/Tutor Time	8.40	8.40 Mr. Nutter (Year 5&6)	8.30 PSHE	8.40	8.40	8.40 Mr. Bunbury
Lesson 1	8.55	8.55	8.50	8.55	8.55	9.00
Lesson 2	9.35	9.35	9.25	9.35	9.35	9.35
Lesson 3	10.15	10.15	10.00	10.15	10.15	10.10
Morning Break	10.50	10.50	10.30	10.50	10.50	10.45 Lesson 4
Lesson 4	11.20	11.20	11.00	11.20	11.20	11.15 End of Week
Lesson 5	12.00	12.00	11.35	12.00	12.00	
Lesson 6	12.40	12.40	12.10	12.40	12.40	
Lunch	1.15	1.15	12.40	1.15	1.15	
Reading Time	1.50	1.50	1.15	1.50	1.50	
Lesson 7	2.25	2.25	2.00	2.25	2.25	
Lesson 8	3.05	3.05	Training Activity	Activity	3.05	
Tea and Buns Break!	3.40	3.40	3.40	3.40	3.40	
End of Day	4.00	4.00			4.00	





## **Who Can I Talk To?**

**It is good to talk to people and share your feelings.**

If you are feeling sad or upset or are even finding it difficult not seeing your friends and family, it is important to share these feelings.

But who can you talk to?

- Firstly, you can always speak to your parents or a family member, they know you better than anyone and it may surprise you how much they can help.
- If you feel you cannot talk to your parents you can always talk to your Form Teacher or Tutor, you can contact them by email anytime of the day.
- If you want to talk to someone that you don't know, then you can always discuss with your parents, your tutor, or your form teacher the possibility of you speaking to the school's Counsellor, Alison Howe. Here are the ways you can get hold of her - if she doesn't answer, leave a message (leave your name and number) and she will get back to you.

Mobile: 07507 188 877

Email: [alisonhowe.counsellor@gmail.com](mailto:alisonhowe.counsellor@gmail.com)

- You could also ring the School Doctor, Dr. Patel on 01344 637800

If you don't want to talk to someone linked to the School, then there are number of national organisations who are designed to provide help to children who need it.

Their names and numbers are:

- Childline - on 0800 1111
- Ofsted - on 08456 404040
- Local Authority Designated Officer - 020 8891 7370 or 07774 332675
- The Office of the Children's Commissioner - 0800 528 0731  
or email to [advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk)

**There is always someone to talk to**



## ICT – Papplewick Acceptable Use Policy

The School assumes that parents will ensure that their sons read this policy before coming to school, or before working from home.

IN ORDER THAT THEIR SONS ARE ALLOWED TO USE THE COMPUTING RESOURCES AND SCHOOL NETWORK, PARENTS ARE ASKED TO GO TO THE PAPPLEWICK WEBSITE [www.papplewick.org.uk](http://www.papplewick.org.uk) to 'Parent Information' and click on 'PAPPLEWICK ICT AUP'. IF IN AGREEMENT WITH THE POLICY, PARENTS SHOULD SIGN THEIR NAME AND THEIR SON'S NAME (for each son) AND PRESS 'ACCEPT'. They may also click on this link: <https://www.papplewick.org.uk/parent-info/acceptable-use-policy.html>

The use of Papplewick School ICT resources and services is a facility granted, at the school's discretion, to pupils. This AUP is essential for managing and sustaining the integrity and legality of the Papplewick School network and computing resources.

### Remote Learning and using Microsoft Teams

- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).
  - Pupils are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
  - Pupils are not permitted to share recorded videos/lessons made by teachers within or outside of the Papplewick Teams Account.
  - Pupils should blur their background if in a conference meeting which involves a camera.
  - Pupils should think carefully about what is acceptable language with regards to what they type and post.
  - Live lesson recordings should never be exported outside of Papplewick.
  - Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
- 
- Use of the Papplewick school network constitutes agreement to comply with this policy.
  - These rules apply to the use of any of the school computers, wherever they may be. They also apply whenever a user is logged on to the Papplewick School network.
  - Pupils are given a user account to enable them to use the facilities on the school network, use of this account is monitored – it is neither private nor privileged.
  - Pupils are given an e-mail account to use, the account is monitored and filtered, the user is responsible for the content on their account and is permitted to follow the generally accepted rule of network etiquette. These include but are not limited to: a. Users are not allowed to reveal their date of birth, personal address or contact number, nor the date of birth, personal address or contact number of other users. b. Users are not allowed to distribute images of themselves or others c. Users should be polite and use appropriate language. Do not swear or use vulgarities. Do not harass or bully.



- You must not use someone else's username to gain access to the school network.
- You must not write down your password, nor share your password with another.
- You may not attempt to circumvent security of any host, network or account, or penetrate security measures (“hacking”) on or accessed through the Papplewick School network.
- You must not probe, scan or test the vulnerability of the network or other networks.
- You must not use the network or your own property to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
- You must not transmit, re-transmit, publish or store material on or through the Papplewick School network which; is bullying, threatening, abusive, hateful, indecent, or defamatory.
- You must report any unpleasant material or message sent to you. This report would help protect other pupils and you.
- Pupils are not permitted to have personal computers at the school, unless they have properly documented educational needs, where a computer may be used to access Special Education Needs “SEN” services. A separate SEN AUP will need to be signed.
- Storage media, such as USB sticks/keys, is prohibited at the school.
- If a pupil or user account breaches the above rules, their account may be inspected and their access stopped. They may also render themselves liable to sanction from the Headmaster up to and including suspension and exclusion.
- Any property owned by pupils, such as mobile phones and iPods may not be used to watch any moving images whatsoever.
- You may not access the internet except through the school network.
- **Above all, you should be KIND ONLINE**