



# Netiquette for pupils

Stonar School 2021



# Online Live Learning: What is expected of me?



Pupils will be expected to attend morning registration and all their timetabled lessons, as well as complete tasks set by teachers. Pupils in Year 5-13 must meet the deadlines, just like they are expected to do when in school. Teachers will be using a variety of platforms such as Microsoft Teams and OneNote Class Notebook, Show My Homework, Zoom and Tapestry (Prep School). Teachers will take registers that are recorded on SchoolBase and your parents can see which sessions you have attended!

While “out of sight, out of mind” can be a tempting philosophy to follow, it’s only a short-term remedy for a problem that will continue to exist no matter how long you ignore it. Please do not just ‘leave the work’. It will build up into a much bigger problem. Ask for help if you need it, just like you would in school!

In the Senior School if your teacher is concerned that you may be falling behind, they will contact you via SMHW or school email and check that you are ok, that you understand and make sure you have enough support to complete the work.

Just as at school, if your teacher is very concerned that you aren’t logging into SMHW or Teams and completing work, despite them having communicated with you, they will contact your tutor who will contact home. In the Prep School, tutors will contact your parents directly.



## How should I communicate with my teacher & how can I get help?

### 3B4ME

Brain, Book, Buddy, Boss



If you have attempted a task and you find you are unable to complete it because you need more guidance, ensure you have tried 3B4me (this does not mean just asking a parent!) **then message your teacher via SMHW, school email or Teams.**

All communication with ‘school’ should be made **between the hours 08:15 – 17:20 (BST)** on weekdays during ‘term time’. Your teachers might not communicate with you outside these times. Teachers will try to reply to you as soon as possible but this won’t be instantaneous! Your teachers are helping all of their students and it may take them some time to get to your request, this should usually be within one working day. (If your teacher is unwell, they may take longer to get back to you, but they will hopefully have an auto reply on their email if this is the case).





**Your email communication and all messages on online platforms should be formal.**

Never use slang, informal language or any kind of impolite language such as swearing, insults or anything that may appear offensive.

**If you are worried about your safety or wellbeing**, or you would like to raise a concern about another student, you can email your tutor, houseparent, or a member of the school safeguarding team (Mrs Hawkins, Mr Cunningham, Mrs Russell).

## How will I know when I will be back in face to face lesson?

That's a really tricky question and it will depend on what the Government tells us. Mr Way and Mr Cunningham will send out updates to your parents with any new information. We will also post any significant news on the school website.



## Using Microsoft Teams



**Teams: You will be allocated to Teams by the school. Do not create your own Teams or add staff to them! Please use your own social media for socialising not Teams!**

### How to Download Microsoft Teams?

Download the Microsoft Teams app to your computer / mobile device.

(You can download this from the app or Play stores)

Sign in using your Stonar email address and password

You will then see all the Teams (classes) you are associated with

If you are a bit stuck try watching this [video](#)



**We will also be using Zoom for things like assemblies and clubs.**

You will need to set this up using your school email account. You will be sent a link to click on. You need to use the school Zoom account to ensure that the sessions are secure and safe for everyone!



# Netiquette for pupils



## Be in the lesson!

Focus on the classroom – no side-line chats or multitasking during class times

Before class stop any other applications running on your device.

## You are on camera!

You need to be appropriately dressed

The lesson is for you and your class, not the rest of the world. You need to be located in an area where you can work with minimal distractions without other people around (wherever possible) and ideally at a table where you can write / type easily

Turn on the camera if you want to, seeing each other is great but please don't be silly with it

You are in lesson so behave nicely!

**Only staff may record lessons. If teachers record lessons in Team these must NOT be shared with people outside the class. Recording or distributing material in any way contravenes school policy and will have serious consequences. Recording will only occur when we have written consent of everyone being recorded.**

## Mute the microphone

Just as in the classroom it is rude to talk at the same time as the teacher

Keep your microphone on mute unless the teacher asks you to answer a question, then you need to turn the microphone on, then turn it off again!

## Chat

The chat feature is for you to ask questions about the lesson, not socialise. Do that after class!

If you have a question or comment please ask it nicely.

## Emojis, gifs, stickers and memes

The use of emojis? That's down to your teacher to decide. If they say ok, please don't overdo them.

Remember to be as respectful as you would be in the classroom

Gifs, stickers and memes are best kept to social chats outside the classroom! Please don't use them

The like button isn't for sentiment, but thumbs up is an equivalent for "got it," "I understand," and "okay."

## A request from our Marketing Department

We will be setting up an album of pupils' online learning, so please share any photos of you learning at home or of the work you are doing by email to [marketing@stonarschool.com](mailto:marketing@stonarschool.com)

#Stonarcommunity





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