



# Online Community Rules

School Code of Conduct still exists even though we are all now mainly working from home and online. We expect the following from pupils when using the Glow system and Microsoft Office 365 (for example teams and e-mails).

## TO BE RESPECTFUL

- Always treat others with respect in the messages you post
- Never post or share a message, document, image, video or any other content that is inappropriate or likely to cause harm or offence to others.

## TO BE RESPONSIBLE

- Always be mindful that once you put something online, that information may be beyond your control.
- Never post or share a message, document, image, video or any other content online that you would not wish other learners, teachers, or parents to see.
- Remember that anything you do can be traced back to you.

## IF YOU DO NOT FOLLOW THESE RULES

- If you misuse Glow, this will be reported to the school management team.
- You and your parents will receive a message to explain you have breached the online community rules.
- If you breach these rules again you will be removed from Glow from the remainder of the school closure.

