

GENERAL TERMS OF OUR CODE OF CONDUCT FOR ONLINE CLASSES

General

The Alliance française d'Oxford provides a service to the public by allowing children and adolescents to access its classes. Persons under 18 years of age must be **supervised by a parent or guardian**, who must ensure the following:

- The child understands that although they are at home, **they must behave in a manner similar to what would be expected at school**, in terms of behaviour, appropriate language, and respect for teachers and classmates.
- **The child's image will be visible to the teacher and other students**: they must be **appropriately dressed**, attend the online classroom from a location where the parent can maintain supervision, and ensure that the **background to their image is reasonably neutral** and that no items or elements appear in the image which violate their privacy or could offend other participants.
- **All other householders should be aware that the child is in an online classroom** and should try to avoid appearing in the image or the audio.
- Children should be aware that they are in public and should **observe basic internet safety guidelines**: they should not share personal information such as their address or social media profile information. The teacher will at no point request this information.
- Microphones and cameras should be disabled once the class has concluded and during break times.

Supervision during Class:

The teacher in charge of the class will record student attendance and will directly supervise students for most of the duration of the scheduled class as long as they remain in the online classroom. The parent/guardian will receive an email notification from the Alliance in the event that their child does not attend class or attends only a portion of their class.

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The safeguarding lead and the administrative team will have access to the online classroom and will check in on the classes periodically, like they would in a school-based class.

Although they may not take part in the class, parents/carers should also feel free to sit in with the students or observe periodically if they like, refraining from intervening, just as they would with a tutor visiting their home.

A “record” function is available within the educational software to the classroom moderator (teacher) – for privacy and data protection reasons we will not be using this function.

Connecting to the class

When downloading the software, to protect the child’s privacy, **we recommend that parents of children aged 12 and under use their own contact details, and not the child’s**. The email address given during the registration will be used to send the online software information.

Children over 12 may use their own email addresses for the software connection. Children should feel free to write their first name only when entering the classroom, but must use their real first name so that they can be identified by the teacher.

Please be aware that your teacher will send a meeting link by email to the parents’ email address for the first connection at least, which you should not share, since it could allow unauthorised persons to temporarily enter the classroom.

Communication outside class:

A parent and child over 12 years old may decide whether the teacher may use the child’s email address to send class materials such as exercises and the class plan, in which they should inform the teacher. If they do use the child’s address, they will place the parent in copy in all communications. Otherwise, the teacher will communicate materials directly with the parent by email.

Where we have a concern about a child, we will follow this up using our safeguarding framework (the teacher will consult with the safeguarding lead and they will decide together on an appropriate course of action). If we do have any concerns, you can expect that we will communicate with you or report to the relevant authorities as necessary.

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