



## Guidelines for parents/students using Microsoft Teams

- The student should make sure other members of the household are aware the video call is happening.
- Staff, children and other members of the household must wear suitable clothing.
- Devices used should be in appropriate areas and, where possible, be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct.
- Staff will only ever video call a pupil with prior agreement, this will always be at a pre-arranged time.
- Live classes should be kept to a reasonable length to ensure maximum engagement and concise delivery of content.
- Wherever possible 'live' classes will be recorded and stored on Microsoft Teams so that if any issues were to arise, the video can be reviewed.
- If the teacher has any concerns about students (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to your Head of Learning.
- Images and/or video should only be used for education purposes and are not to be shared by students outside of the learning platform.

### Students should:

- Make sure all the messages they send and comments they leave are polite and positive.
- Tell the teacher if they get an inappropriate message or something that makes them feel uncomfortable within the session.
- Not give their phone number or personal details out to anyone during the session.
- Not upload photographs of themselves onto the computer.
- Keep all passwords private.
- Remember to be polite and positive and comments should be related to their learning.

### UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people.
- Using another person's username and password e.g. to access a device or website.
- Looking at, or changing work that belongs to other people without their permission.
- Wasting time or resources on school computers.
- Using inappropriate language that is not focused on learning.
- Sharing inappropriate pictures or videos.