



Acceptable Use Policy: Microsoft Teams

To improve the quality of our remote learning offer, we intend to use Microsoft Teams to hold morning meetings for each class. To ensure that this is a safe, valuable experience for all, it is important that all users are aware of the following rules and expectations:

Pupils:

- Should not attempt to call, chat or create private groups using Microsoft Teams.
- Should not record or photograph any part of the meeting.
- Are not permitted to share any part of their class meeting with people who do not live in their home.
- Should hang up once instructed to do so and their teacher must be the last person on the call to end the meeting.
- Must remember when using Microsoft Teams 'chat' that everyone can see what you post including your teacher. It is therefore very important that this is only used to alert of an issue or to raise a question directly linked to the meeting. Inappropriate comments will be dealt with and parents may be informed.
- Should dress appropriately for the meeting and ensure their background is no distracting to others.
- Be respectful towards their teachers and peers by listening carefully and trying not to interrupt. If they wish to speak, they should ideally click the hand icon or failing that, physically raise their hand in view of the camera.

Parents/Carers:

- Should support their child by helping them to join their meeting using the link provided via email/Class Dojo. Younger children may need support throughout the meeting.
- Ensure their child is dressed appropriately.
- Ensure their child knows how to mute/unmute their microphone and raise/put down their hand.
- Should ensure that the device their child is using has appropriate age

restrictions applied and anti-virus software installed.

- Should be aware that it is not essential for children to have their cameras or microphones on during the meeting.
- Should contact Mrs Mayhew if they are experiencing any technical difficulties or to raise any concerns.
- Need to be made aware that their primary email address will be visible to other attendees in the meeting.

Teachers:

- Will be responsible for setting up the meeting and sharing the invitation link via email.
- Will manage guests and meeting admissions.
- Ensure all children have left the call and the meeting is ended.
- Will be responsible for monitoring the chat feed during and after the meeting.
- May apply the 'mute all' setting at times during the meeting;
- Will encourage children to be respectful towards others;
- Will need written consent for any child currently attending school to join appear on Microsoft Teams.
- Will protect the identity of vulnerable children during the meeting.
- Will ensure that any matters of internet safety or safeguarding concerns are reported to the relevant agencies immediately.