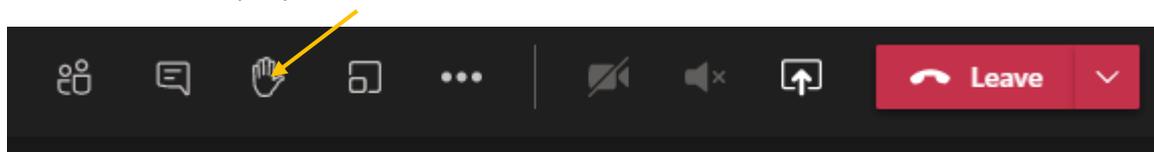


## Home – School Agreement for Learning on Teams

### Pupils

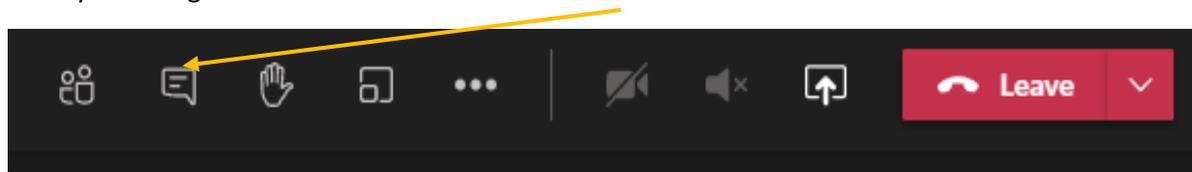
When attending Teams lessons, pupils agree to:

1. Log onto the lesson using only school approved accounts
2. Be punctual to sessions
3. Focus on the learning during the lesson
4. Use the mute microphone option during the lesson, unless invited otherwise by the teacher
5. Not disclose any personal information
6. Not forward or share links or inappropriate content
7. Not take photos or videos of the session
8. Use the 'hands up' option to contribute to the class discussion

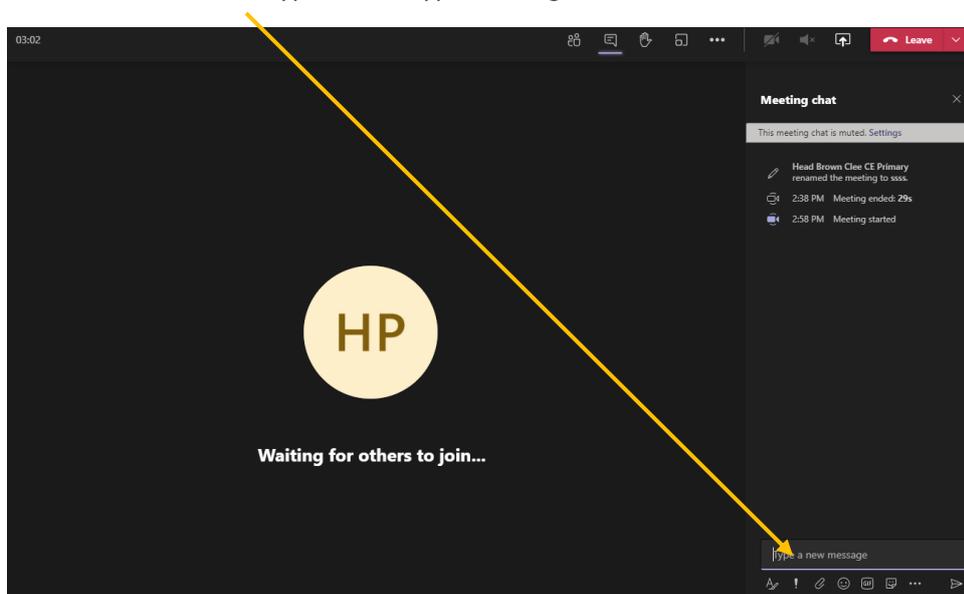


We shall see this and at an appropriate point come to you and you can ask the question. Remember to deselect once you have finished speaking.

Type a question by selecting show conversation:



And then type in the 'type message here' box and return



9. Raise any concerns they have with an adult - either the teacher or their parent
10. Be in a safe and appropriate setting, using blurred backgrounds where possible
11. Not use the platform to message other pupils outside of the session
12. Ensure they have all necessary equipment and resources for the session
13. Make sure they have the permission of their parents to take part in a video call

**Participants should behave in a respectful, patient, polite and courteous manner at all times**

## **Parents**

When supporting children with Teams lessons, parents agree to:

1. Make members of the household aware that the meeting is taking place
2. Ensure no photographs or video recordings of the session are being made
3. Ensure their child is in a safe and appropriate setting for the video lesson, with a neutral or blurred background and no personal information on view
4. Be mindful of the confidentiality of all the learners involved
5. Raise any concerns with the teacher or school immediately
6. Contact the teacher using Seesaw, or phone the school directly, if you need to speak to the teacher
7. Ensure their child only uses the platforms for educational purposes
8. Ensure that their child logs in through their school account
9. Participants must make sure they have 'logged off' the call/meeting correctly once it is finished before turning off any device.

*When parents and carers are participating in an audio or video conference with staff from the school on Microsoft Teams, or any other video conferencing software, they should remember to maintain a parent-teacher professional relationship and they should conduct themselves as they would when meeting a teacher or member of staff face to face.*

## **Teachers**

When running Teams lessons teachers agree to:

1. Be in a safe and appropriate setting with a blurred background if necessary.
2. Schedule any sessions beforehand, and be the first to attend
3. Outline what equipment, if any, is needed by learners
4. Disclose if any recordings are being made to learners and store these in line with our data protection policies
5. Not be in a 1:1 video call with any learners
6. End the sessions so that no pupils are left to video chat without adult supervision
7. Maintain up to date knowledge of all our safeguarding and data protection policies
8. Ensure that Teams sessions are only planned during the working school day
9. Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted. Participants will be held in a virtual waiting room while their identity is confirmed.