



Remote Learning using Microsoft Teams

Acceptable Use Protocols

Acceptable use for pupils

- Pupils are encouraged to raise their hands if they want to say something.
- Pupils meeting should ideally take place in a shared family space in their house with their door open.
- Pupils should use audio mute when not speaking to minimize risk of background sound and to help the teacher/member of staff and others speak.
- Parents are encouraged to be in the vicinity of the meeting.
- Pupils should be dressed appropriately (not in pyjamas).
- Pupils must not say anything that is unkind to anyone.
- Pupils should have their camera turned on during the daily register for safeguarding reasons.
- Pupils should ensure that the background of the video is appropriate, otherwise blurring may be used.
- There should be no screenshotting or recording on third party devices.

Acceptable use for parents

- Parents should support their child/ren to find a shared family space in their house with their door open.
- Parents are encouraged to be in the vicinity of the meeting.
- Parents should support their child/ren in understanding and following the Acceptable use protocols for pupils listed above.
- There should be no screenshotting or recording on third party devices.
- Parents must ensure that there is no alcohol, tobacco or vaping consumed/used or visible.
- Parents must ensure that there is no inappropriate or offensive language, such as swearing, during a remote lesson.

Should a parent or carer have any safeguarding concerns, please contact Mr Jewitt or Mrs Norcross as a matter of urgency.

Acceptable use for staff

- Staff must be wearing appropriate clothing during the lesson.
- Staff should arrange Teams meetings from school or from an appropriate space at home during a period of isolation.
- Staff should ensure that the background space is child-friendly, ensuring nothing inappropriate is on display. When a meeting takes place from a staff member's home then the background should be blurred if a neutral background cannot be found.
- Staff should use audio mute when not speaking to minimize risk of background sound and to help others speak.
- There should be no screenshotting or recording on third party devices.
- Staff must not conduct a remote lesson with pupils outside of the operating times defined by senior leaders and vice versa.
- Staff must not take or record images of pupils for their personal use.
- Staff must not record virtual lessons or meetings using personal equipment (unless agreed).