

## **Remote learning guidance for parents and pupils**

### **Microsoft Teams: Safeguarding and acceptable use**

Microsoft Teams is a digital platform that lets teachers keep in touch with children remotely. It is a safe and secure environment that allows teachers to communicate with pupils, share files and give feedback directly to the pupils. There is also a function to schedule safe, secure live lessons for children in the class, or with smaller groups of children. All of this can be accessed by your child by simply logging into Microsoft Teams using their email address and password.

In the primary phase it will be used mainly for live sessions to take place with groups of children.

#### **Expectations of Parents and Carers**

- Find a suitable space for your child to use Teams. Ideally not in their bedroom
- Ensure your child and everyone in the household is dressed appropriately. No pyjamas or skimpy clothing
- Parents or family members must not join the meeting, make comments or add to the chat function because this will disrupt the learning taking place. Parents/carers who wish to contact the teacher can do so using the email address
- Parents/carers must be mindful that other children might see or hear you and anything in the background. We expect all family members to use appropriate language if in the background of the lesson

#### **Expectations of Pupils**

- Pupils must be dressed appropriately for the session
- Pupils must use appropriate language. Any inappropriate behaviour or language may result in them being removed from the sessions. If that happens the parent/carer will be contacted after the session to discuss this
- Pupils must show respect for each other and the contributions of others during sessions
- Pupils must raise their hand on Teams rather than shouting out as this will disrupt other pupils learning
- Pupils must not arrange their own video calls whilst logged in with their school email address
- Pupils must have paper and writing equipment with them so they can join in fully with the session taking place

#### **The following safeguarding measures are in place:**

- We will keep live sessions to a reasonable length of time so that children's time online is limited and so other members of the family can access the device if necessary
- Children will be put in a waiting room. The teacher will control who can access each meeting; this means only the children or other staff who are invited to the meeting can join
- If a child is not behaving in an appropriate manner the teacher will end the meeting for them
- Where possible, an additional member other than the teacher will be part of the meeting
- Teams will be monitored by the Academy IT Department
- For safeguarding reasons pupils must join with their 'video' and 'computer audio' on so that they can be seen and heard
- All meetings will be recorded