

Microsoft Teams Acceptable User Policy**This agreement will help keep me safe and help me to be fair to others**

Microsoft Teams allows you to interact online with your teacher and other children in your class, giving you the opportunity to carry on working in and outside school. We want to make Teams a safe, respectful and happy learning environment. To make sure this happens, it is important that you understand and follow these rules:

- 1. I keep my password safe** – Your safety is extremely important to us. Protection of your password is vital – do not share this with anyone and do not allow anyone to login as you. If you think that someone else knows your password, you should inform a teacher immediately.
- 2. I don't let others post for me** – Only you are allowed to post in Teams. Do not allow anyone else to post, including members of your family.
- 3. I understand my posts should be respectful and safe** – Everything you post will have your name next to it. This is to protect you and others. Any inappropriate content will be removed, and action will be taken.
- 4. I behave as if I was in a real classroom** – At all times, you must behave appropriately, exactly the same as you would in class – there is no difference.
- 5. I must report any inappropriate behaviour** – If you are aware of any behaviour, which you feel, is not appropriate, please report this immediately. This includes behaviour towards you or towards your classmates.
- 6. I ask if I am unsure** – You will be encouraged to add work and reply to posts on Teams – always check with a responsible adult if you feel you need to.

Live Lessons

At times, you may be invited to take part in 'live' lessons with your teacher. If so, it is important that you follow these additional rules:

- 1. I follow instructions** – The teacher may ask you to enable/disable your camera or microphone. You must be respectful and follow these instructions.
- 2. I understand that only I should be seen on screen** – There should be no other members of your family on screen e.g. brothers or sisters (unless this has been agreed with the teacher)
- 3. I know my surroundings and appearance must be appropriate** – Make sure you are in a quiet place and a parent/carer is nearby. A room downstairs is best, where a parent/carer can overhear the lesson. Bedrooms are not suitable.
- 4. I will not take a photo or video of the live lesson** – You may not record the live lesson. If you suspect this has happened, you must report it immediately.

Name _____

I have read and understood this agreement.

If I have any questions, I will speak to a trusted adult:

At school, my trusted adults are _____

Outside school, my trusted adults are _____

Signed: _____

Date: _____

For parents/carers

We would be very grateful if you could go through this AUP with your child/children and ensure that these expectations are followed. We are keen that you are aware exactly what your child is doing on Microsoft Teams and the learning that is taking place. It is encouraged that you ask your child to show you what they are doing.

If you have any concerns, worries or questions, please do get in contact with the school using the normal methods.

To find out more about online safety, you can read Wodensfield's full Digital Safeguarding Policy at www.wodensfield.org for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

More information about Digital 5 a day can be found at <https://www.childrenscommissioner.gov.uk/our-work/digital/5-a-day/>

You can find support and online safety resources for parents at parentsafe.lgfl.net