

## Microsoft |Teams Policy

Microsoft Teams has been set up in school as a platform for the children in Year 1 to Year 6. In the event of a local lockdown or outbreak, the platform will be used for remote learning. In the meantime, the school will be using Teams for Meet and Greet and to set online homework for the foreseeable future. It is a secure, GDPR conforming system, which allows children to access materials online.

It is expected that pupils will engage in learning in a manner that is similar to the regular homework set in normal circumstances. Behaviour when using the system should be as expected in the normal classroom environment. Pupils who do not adhere to the expectations may be removed from the group.

### Parents will

- Help their child use the platform to engage with learning from school.
  - Accompany and support their child while using Microsoft Teams.
- NOT screenshot or copy any information, messages or posts from their teacher or other pupils.
- Check their child has completed the work set and encourage the progress that is being made.
  - Remind children of the expectations when working online.
- Report any problems/issues arising to the Designated Safeguarding Leader (Headteacher).
- Understand that teachers will respond to messages in a timely manner, balancing this with the everyday teaching and learning of the pupils in school. All parties involved must take a flexible approach to messaging system of Teams.

### Children will

- Use the platform for school related activities only.
- Log in with their own account only and not share their personal information.
  - NOT alter other people's posts on class page.
    - Only make appropriate comments.
  - Work hard to aim to complete the tasks.
- Use the 'feed' section to ask questions when needed (including questions about what they can use on Microsoft Teams).
  - NOT use the chat function with other pupils.
- NOT use the video function with other pupils or adults.