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Remote Teaching and Learning Policy - Appendix 1

Microsoft Teams Permission and Protocol

• I give permission for my child to use Microsoft Teams technology to access video groups/conferencing and online work portfolios. I understand that in order for access to be granted, the regulations and guidelines below must be adhered to.

• When taking part in virtual conferences, children must be dressed appropriately at all times and broadcasting from an appropriate location (A communal environment, not a bedroom).

• During virtual group sessions, pupils are expected to behave in the same manner as they would in a school classroom. Unacceptable behaviour may result in the pupil being removed from the virtual group setting.

• Following Safeguarding protocol, all virtual sessions through Microsoft Teams will be recorded. Pupil backgrounds should be blurred using background options on Microsoft Teams.

• An adult should be nearby whilst pupils are in a virtual classroom (to offer support if needed), but please note, these sessions are set up for pupil to staff interaction.

• Live streaming will be kept to a reasonable length of time and will not be undertaken on a 1 to 1 basis

• The 'chat' function is only for school work; it is not a social network

• All meetings will be scheduled by a staff member and due to home or school commitments may not be able to be at a regular timetabled slot – please do not attempt to initiate a video call through Microsoft Teams.

• The use of the Microsoft Teams pupil login is to be used for the sole purpose of linking home to school, the use of pupil login for any other purpose may result in your account being suspended.

FORM TO BE COMPLETED BY PARENT/CARER VIA PARENTMAIL FORMS BEFORE PUPIL TEAMS EMAIL ADDRESS AND PASSWORD IS ISSUED