

Microsoft Teams – Acceptable Use Guidance

Microsoft Teams has been identified as an additional way of delivering distance learning during this period of enforced school closure. The school's main method of setting work is still through Go 4 Schools. The school is providing opportunities for these lessons to ensure teaching and learning can continue but for many this is a new experience, and everyone involved in video conferencing must remember that the usual school protocols still apply. We are providing this guidance to ensure that participants are clear about the expectations on them.

Parents:

- When Microsoft Teams events are scheduled – students will be notified by email and the event will also appear in their Outlook calendar. Students will also be able to tell that a particular lesson is going to be delivered through Teams as "video lesson" will be included in the title of the lesson on Go 4 Schools, e.g. 17.06.20 Video lesson on atomic structure 10C1;
- Microsoft Team lessons may be recorded to support future education;
- Parents should identify a suitable location for the video lesson for example a living room or dining area. Bedrooms should not be used;
- Parents should ensure that as far as possible distractions are removed and there is quiet;
- Parents should familiarise themselves with the expectations on pupils set down in this guidance and ensure their child adheres to them;
- Parents are responsible for ensuring that the privacy of other family members is maintained during video sessions;
- Remember, lessons delivered online are still lessons and pupils are expected to present themselves and behave appropriately. High standards of behaviour are expected for online learning sessions just as they are in the classroom.

Teachers:

- Teachers will ensure that all meetings are calendared;
- Teachers will only use school approved video conferencing platform Microsoft Teams;
- Teachers will only use their school Microsoft Teams account;
- Teachers may record their sessions to ensure safety for all users and for future education opportunities;
- Video lessons will be kept to a reasonable time period, as devices and Internet may be in high demand at home;
- Teachers will ensure student microphones are muted unless requested otherwise;
- Teachers will ensure students abide by the School's Internet Acceptable Usage Policy at all times and pass on any infringements;
- Teachers must conduct sessions in a professional manner, including being suitably attired during online sessions and ensuring they are broadcast from an appropriate location;
- If broadcasting content from home the background should be blurred or altered via the screen settings if possible;
- It is not compulsory for teachers to turn their camera on. If staff feel uncomfortable then alternatives such as sharing resources and talking over that with the chat function on is appropriate for live learning;
- Where possible, video cameras should be used against a neutral background, with the light source directed towards the instructor's face;
- At the end of a session the teacher must advise all students to leave the session, and remove participants that fail to leave.

Students:

- Will only use school technology systems for the purpose of education;
- Treat your video conference as you would a lesson. Be on time and be prepared;
- Be ready to learn and make sure you have class resources, pen/paper etc. at hand;
- Make sure you are in a suitable location; your device is charged (or plugged in);
- Ensure that your microphone is muted until a member of staff instructs you otherwise;
- If possible, you should wear a headset (ideally with a microphone) but this is not essential;
- Remember to behave as you would in school and abide by the school's normal rules;
- Chat functions should be used to ask questions and to answer teacher questions;
- Use of Standard English is required at all times, avoid slang;
- Please use chat functions responsibly and sensibly. Remember anything you write is recorded;
- Do not record or take photos of your teachers or classmates during live sessions or share sessions via social media;
- Listen, focus on the lesson and learn;
- Avoid distractions such as your mobile phone;
- Respect your teacher, your fellow learners and yourself by doing your best, just as you would in class;
- These rules are set to keep all users safe and everyone has a responsibility to ensure that they are followed. If you misuse or disrupt the learning through Microsoft Teams you may lose your entitlement to participate in these sessions.