



Microsoft Teams Acceptable Use

- **Please note, all calls will be recorded** for data protection purposes.

Pupils Acceptable Use Agreement Microsoft Teams January 2021

- I understand that if I do not follow the rules below I may be removed from a meeting and might not be allowed to attend future meetings.
- I will not give my password to anyone except my parents and teacher.
- I will tell an adult if I see something that upsets me or worries me.
- I will only join a Microsoft Teams meeting that is scheduled by my teachers during school time and that my parents have been made aware of.
- I will only join a Microsoft Teams meeting with permission from my parents.
- I will not join a scheduled Microsoft Teams meeting before the start time.
- I will follow the school behaviour policy when I am in a Microsoft Teams meeting.
- I will make sure that I think, act and communicate in the same way that I would at school.
- I will use the chat function appropriately to answer questions set by the teacher, not to send messages to my friends or teachers in Microsoft Teams.
- I will mute my microphone when not asking a question.
- I will not share or post any materials from meetings on social media or online.
- I will not record the meeting.
- I will make sure that I keep myself and others safe online by not sending messages or photographs.
- I will only use my email address for joining Teams and not to send or receive messages.
- I will make sure that I am dressed and in a suitable place to join the meeting.

Parents Acceptable Use Policy Microsoft Teams January 2021

- I will ensure that my child follows the rules above.
- I will not share my child's username and password with anyone.
- I will ensure that only my child logs on using their username and password.
- I will let the school know if my child sees something that worries or upsets them.
- I will only allow my child to join a Microsoft Teams meeting that is scheduled by their teachers during school time.
- I will not allow my child to join a Microsoft Teams meeting before the start time.
- I will ensure that my child follows the school behaviour policy when they are in a Microsoft Teams meeting.
- I will ensure that the environment my child is in is conducive to learning and everyone is dressed.
- I will not record the meeting.
- I will not interrupt a session.
- I will ensure that I am nearby and am able to oversee my child whilst a session is taking place.