



Microsoft Teams – Home Learning Acceptable Use Policy

Dear Parents/Carers, please read the following information which gives passive consent to your child joining Microsoft Teams online lessons with staff. If you DO NOT wish your child to take part in online lessons, please click on the link at the bottom and complete the online form.

I understand that:

- Teams activity is analysed and reported for inappropriate content or concerning activity to ensure all students accessing Teams are following the expectations for students outlined below.
- Students who do not adhere to the above expectations may be removed from the online live lesson and will be referred to the Subject Leader, Director of Learning, SLT or Headteacher to take appropriate action and parents will be contacted.

I understand that when using Microsoft Teams:

- Students will have their microphone and camera turned off and that this is the default position unless the staff member gives permission to change this
- There is an expectation that students will engage in online collaborative work when requested by their teacher.
- Students will work in a respectful and helpful manner, following instructions carefully.
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden and is in breach of legal GDPR regulations.
- Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated.
- Students must not interfere with another student's work without their permission, whether it is work submitted on a platform or shared work in a collaboration space
- When submitting academic work, students must adhere to the usual standards of academic honesty and be careful not to plagiarise work, avoiding copying off the internet and submitting as their own assignment work, or submitting work as their own without reference to co-authors if the work was generated collaboratively.

I understand that when using Microsoft Teams for online live lessons:

- Staff will start and end the online live lesson
- Staff will be in control of the webcam and discussion function at all times.
- The live online lesson will be monitored closely at all times
- Behaviour when working as part of an online live lesson should be as expected in normal classroom learning: respect for all participants; quietly focused; prepared to ask and answer academic questions; attempt learning tasks to the best of their ability; engage respectfully and with others when collaborating

I understand the above and give consent for my child to join Microsoft Teams lessons. I also understand that staff may record lessons to share with students who may not have been able to join. Staff will not upload any sections of lessons where a child can be seen.

We are offering remote learning in accordance with DfE regulations. However, if you do not wish your child to take part in lessons via Microsoft Teams, please complete the online form by [clicking here](#).