

## **Remote learning via Microsoft Teams**

### **Children participating in online Teams sessions with a member of staff should:**

- Only accept or join a Teams session from a member of school staff using a registered school email account
- Ensure there is an open door to the room they are working from and there is a trusted adult nearby who is aware of the session taking place
- Only use a school registered email account to access teams sessions
- Ensure there is a neutral background with no personal information, photos, personal property visible
- Ensure that the background blur feature is enabled (If available)
- Know how to report a worry or concern- speak to a trusted adult
- Respect everyone taking part
- Use the 'hand up' feature to participate to avoid everyone speaking at once
- Know that the sessions are being recorded by the teacher, recording of the session/ taking screenshots/ sharing of the session is not permitted for children
- Be dressed sensibly
- Please do not use the 'chat' function before, during or after a meeting.