

**Fearnville Primary School**

**Microsoft Teams Acceptable Use Policy for children**

This Student Acceptable Use Policy is intended to ensure that young people will be responsible users and stay safe while using the internet and other digital technologies to interact with School.

**Gaining access to Microsoft Teams**

* To gain access to Microsoft Teams every student will be provided with an email address and a password. The email address will act as the student’s Office 365 log-on name. Once logged on students can access the Teams icon within this software. The platform is monitored and should not be considered ‘private’ by students.
* Students are responsible for their own accounts and are expected to follow the Online Safety rules taught in lessons when interacting on Microsoft Teams including (but not exclusive to):
  + Never revealing private information including date of birth, home addresses or contact details.
  + Never distribute images of themselves of others via Microsoft Teams.
  + Using appropriate words and actions when participating in chats.
  + Students are strongly advised never to share their log-on name or password with anybody other than their trusted adults within their home environment.

**Remote Interactions using Microsoft Teams for Microsoft Teams to be used effectively and safely, students must agree to the following points:**

* Students must not use Microsoft Teams to set up groups between themselves and other pupils.
* Students must not share any resources, recorded videos, PowerPoints or other materials uploaded by staff or other students within or outside of Fearnville accounts.
* Students must think carefully about what is acceptable language with regards to what they type or post when using Microsoft Teams. This includes the use of emoji’s and images.
* Students need to be supervised by a responsible adult whilst completing online learning.

**What do you need to do if you have a problem on Teams?**

* If the problem is regarding a specific assignment (e.g. a video is not working) please post a comment on the general chat section so the teachers can see and amend it.
* If you have wider concerns about work on Teams please contact school on 01274 664661 or via email to [homelearning@fearnville.bradford.sch.uk](mailto:homelearning@fearnville.bradford.sch.uk)