

Acceptable Use Agreement for Online Live Sessions in Teams

Name of Student: _____

Tutor Group: _____

Parent / Guardian	Student	Staff
<p>When a member of staff invites your child to attend a live session you will ensure:</p> <ol style="list-style-type: none"> 1. Your child wears suitable clothing 2. On entry to the online lesson, your child must ensure the microphone is muted. The teacher may unmute the microphone to allow questions to be asked or answered. 3. The camera must be off and remain off unless directed by the teacher. 4. To be mindful what family activities could potentially be heard or seen during the live session. No other members of the household should appear visually or verbally during a live session. 5. Language used must be polite and appropriate, including any family members that may be heard in the background. 6. Understand that sessions may be recorded for the safety of all children and will be monitored by our safeguarding and senior leadership team. 7. Under no circumstances should your child or any member of the household take photos, screenshots and record any video or audio from these sessions. 	<p>When a member of staff invites you to attend a live session, you must ensure you adhere to the following guidelines:</p> <ol style="list-style-type: none"> 1. You must wear suitable clothing 2. On entry to the online lesson, your microphone must be muted. The teacher may unmute the microphone to allow questions to be asked or answered. 3. Your camera must be off and remain off unless directed by the teacher. 4. Be mindful about what family activities could potentially be heard or seen during your live session. No other members of the household should appear visually or verbally during a live session. 5. Language used must be polite and appropriate. 6. Understand that sessions may be recorded for your safety and will be monitored by our safeguarding and senior leadership team. 7. Under no circumstances should you take photos, screenshots and record any video or audio from these sessions. 	<p>When conducting live sessions with students, staff will ensure:</p> <ol style="list-style-type: none"> 1. They will follow the school's Safeguarding and Online Safety and Acceptable Use policy principles and the Staff Code of Conduct at all times. 2. There is staff choice during live sessions as to whether to have the camera on or off. 3. Professional dress to be worn at all times, and if working from home, should ensure that no other members of the household appear visually or verbally during a live session. 4. Any computers/devices used should be in appropriate areas, for example, not in bedrooms and the background should utilise either the HFCHS logo or be nondescript/ blurred. 5. Live sessions may be recorded for the safety of students and staff and understand recordings will be monitored by the safeguarding and senior leadership team. These recordings will not be publicly available and may later be accessed by school staff and students to further support online learning. 6. Assist and encourage all students to engage in live sessions to further support learning and progress.

<p>8. If your child needs to ask the teacher or staff member a question, they should use the 'raise hand' button or the chat facility.</p> <p>9. Your child is not allowed to create a Team.</p> <p>Online chat / live messaging facility</p> <p>When a member of staff makes the live messaging/chat facility available to engage in discussion about school work, the following expectations apply:</p> <p>10. Understand that the live messaging/chat feature is only to be used by the member of staff running the session and your child must only use it when directed to do so by their teacher.</p> <p>11. Your child should write in standard English, avoiding the use of text language, keeping their tone and language appropriate and polite at all times.</p> <p>I understand the importance of the guidelines set out above and agree to supervise and oversee live sessions to ensure that the above are adhered to.</p> <p>Signed:</p> <p>Relationship to the child:</p> <p>Date:</p>	<p>8. If you need to ask the teacher or staff member a question, you should use the 'raise hand' button or the chat facility.</p> <p>9. Only a teacher is allowed to create a Team.</p> <p>Online chat / live messaging facility</p> <p>When a member of staff makes the live messaging/chat facility available to engage in discussion about school work, the following expectations apply:</p> <p>10. Understand that the live messaging/chat feature is only be used by the member of staff running the session and you must only use it when directed to do so by your teacher.</p> <p>11. You should write in standard English, avoiding the use of text language, keeping your tone and language appropriate and polite at all times.</p> <p>I understand the importance of the guidelines set out above and agree to follow them during all live sessions.</p> <p>Signed:</p> <p>Date:</p>	<p>Online chat / live messaging facility</p> <p>When a member of staff uses the live messaging/chat facility available to engage in discussion about school work, the following expectations apply:</p> <p>7. Staff will direct students when to use the live messaging/chat feature during a live session.</p> <p>8. Staff will communicate in standard English at all times and not use text language.</p> <p>I understand the importance of the guidelines set out above and agree to follow them during all live sessions.</p> <p>Signed:</p> <p>Date:</p>
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