

# St. Andrew's C.E. Primary School



Headteacher: Mrs. Annette Mashru

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## Pupil Remote Learning User Agreement: January 2021

Dear Parents,

A remote learning agreement has been created to ensure parents, pupils and teachers know and understand the expectations from using Teams. Please read the agreement and discuss it with your child before using Teams.

### Pupil Agreement:

**When I am working on a computer in school or at home on a Microsoft Teams lesson:**

- I will only use the computer in school for school purposes.
- I will only use my own school email address when emailing. – this can be deleted as pupils don't have access at the moment
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not tell other people my passwords.
- I will only open/delete my own files.
- I will make sure that all computer related contact with other children and adults is appropriate and polite.
- I will not deliberately look for, save or send anything that could offend or upset others.
- If I accidentally find anything inappropriate on the internet, I will tell my teacher or a trusted adult immediately.
- I will not give out my personal details such as my name, phone number, home address or school.
- I will be responsible for my behaviour when using computers in school or at home because I know that these rules are to keep me safe.
- I will not arrange to physically meet someone who I have met online, give them information about me or share photographs.
- I will tell a trusted adult if I am contacted by someone I don't know.
- I know that my use of computers can be checked and that my parent or carer will be contacted if a member of school staff is concerned about my safety.



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## **Children's Remote Learning Agreement. (Microsoft Teams):**

- 1) I need to sit in a shared space in my house, where a parent/ carer is available if needed. This space should be quiet and free from interruptions. Teams software has a built-in option to 'blur' the background - you may feel this is an appropriate feature to turn on.
- 2) I will use my real name and understand that I will not be permitted to the meeting with an inappropriate or unknown name.
- 3) I will not forward or share the link with anyone.
- 4) I need to be dressed appropriately (covering top and bottom half of the body) and I should have everything I need for the lesson ready, e.g. paper, pens, work booklet.
- 5) I will behave appropriately, as I would if I was in the classroom at school.
- 6) My teacher will tell me how to use the hand tool and I will use this sensibly if I need to.
- 7) I will mute my microphone if told, and leave it muted unless told otherwise.
- 8) I will not record the session.
- 9) If requested, I will turn my camera off, and not turn it on unless told to, so that I can concentrate on the teacher and the screen.
- 10) My teacher will tell me how long the session will last and give me instructions about what to do. I will follow these carefully.
- 11) I understand that I will:
  - a. read any instructions provided by my teacher in advance
  - b. complete any pre-lesson work as required
  - c. ask questions if I do not understand
- 12) I understand that any infringements will be dealt with by Staff in line with normal sanction procedures
- 13) I am aware that all live-streaming sessions that occur in Teams will be recorded and stored in the appropriate Teams Drive for safeguarding reasons or to be viewed at a later date by those who cannot attend a lesson
- 14) I understand that the recording by me, or the onward sharing, of the lesson is not acceptable
- 15) I will not attempt to rejoin a meeting once it has ended. The teacher will be notified of this attempt.
- 16) I understand that if I make comments in the chat, they must be appropriate to the lesson. These comments can be seen by the teacher and everyone in the meeting. If I cannot use chat appropriately, the function will be disabled.



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## **Parent Agreement:**

- 1) I will not engage with the Teacher or other children during the lesson.
- 2) I will not pass judgement or post opinions relating to lessons on social media or through other communications.
- 3) All members of the household must be aware that the call is taking place and make sure they use appropriate language, behaviour and be dressed appropriately when nearby or in the background.
- 4) You will make sure your child has 'logged off' Teams correctly and signed out before turning off any devices.
- 5) By accepting my invite to Microsoft teams, I am aware that pupil email addresses may be seen by peers in my child's class, however pupils will not have access to Outlook and they cannot be sent emails.
- 6) Consent isn't required for Teams as an education platform, as it's being used by the school to deliver teaching and learning or pastoral care of pupils.
- 7) I understand that by not using a private browser, I am agreeing to share my data with other meeting attendees.

**By logging into my child's Teams account I am consenting to the terms and conditions of use.**

