



Special Partnership Trust

## Pupil Acceptable Use Policy – Microsoft Teams

To be read in conjunction with Child Protection and Safeguarding Policy

Approved By: SLT January 2021

Review Date: January 2022

## **Rational for Policy**

School to pupil interactions have had to be made at a distance for some pupils since the Covid-19 outbreak which requires teachers and pupils to adapt normal classroom routines to the online world. It is an expectation the normal high levels of behaviour expected when in school will remain in place at all times when interacting with the school from home.

Digital technologies have become integral to the lives of children and young people. These technologies are powerful tools which open up new opportunities including the offer of pastoral and academic support for pupils. Technologies and digital platforms such as Microsoft Teams can provide opportunities for discussion, promote creativity and stimulate awareness of contextualised subjects to provide effective support for pupils based on their individual pastoral and academic needs.

Young people should have an entitlement to safe internet access at all times.

This Pupil 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 schools within the Special Partnership Trust.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Special Partnership Trust School staff will primarily use Microsoft Teams as a communication tool to support pupils in a pastoral manner although the platform can also be used for academic purposes.

## **Gaining access to Microsoft Teams**

To gain access to Microsoft Teams every pupil will be provided with an email address and a password. The email address will act as the pupil's Office 365 log-on name. Once logged on pupils can access the Teams icon within this software.

The email address will also allow pupils to access and use the school email system which can also be found on the Office 365 homepage. Both platforms are monitored and neither should be considered 'private' by pupils. Pupils 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 or others via Microsoft Teams.
- Using appropriate words and actions when participating in calls and chats.

Pupils are strongly advised never to share their log-on name or password with anybody other than their trusted adults within their home environment.

## **Microsoft Teams in a 'Live' format**

'Live' interactions to support pupils will always be initiated by a staff member who will make contact with pupils prior to the interaction starting to advise a start date and time. Pupils are expected to log onto Microsoft Teams around five minutes prior to this time to be ready to accept the call request. Staff will inform all pupils when the interaction has finished and all pupils will log off Microsoft Teams immediately to allow the staff member to close the call.

Pupil behaviour when participating within a 'Live' interaction will mirror normal classroom behaviour. Pupils will be expected to:

- Respect all participants by allowing others to share their view point in a safe environment.
- Respond to questions or tasks from staff members in an appropriate way.
- Attempt all tasks in a positive manner.
- Engage with enthusiasm when collaborating virtually with class members.

### **Remote Interactions using Microsoft Teams**

For Microsoft Teams to be used effectively and safely, pupils must agree to the following points:

- Pupils must not use Microsoft Teams to call, chat or set up groups between each other or with any staff and parents.
- Pupils must not attempt to start or record a meeting.
- Pupils must not share any resources, recorded videos, PowerPoints, assemblies or other materials uploaded by staff or other pupils within or outside of the school accounts.
- Pupils must blur their backgrounds (if this facility is available) when they are participating in a meeting which involves switching on their camera.
- Pupils must be in a safe environment to learn (not a bedroom).
- Pupils must think carefully about what is acceptable language with regards to what they say, type or post when using Microsoft Teams. This includes the use of emoji's and images.
- Pupils must hang up at the end of the interaction or when instructed to do so.
- Pupils will be dressed appropriately for learning.