

St George's School, Bourton

Microsoft Teams Acceptable Use Agreement January 2021

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone.

At St. George's we are entering a new digital age of online learning. We are using Microsoft Teams to support our remote learning offer. Microsoft Teams allows children to engage in collaborative classrooms, connect with friends in professional learning communities and allows the children to communicate with school staff.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational use.
- that all children feel safe and respected when making comments/suggestions in the digital classroom.

When children use Microsoft Teams they must adhere to the following points:

1. The recording of staff/pupils when in a video call without permission is forbidden.
2. Making inappropriate or unkind comments on class chats will not be tolerated.
3. There is an expectation that pupils engage in tasks in a manner similar to that of the classroom.
4. Children are expected to take reasonable steps to complete tasks within set timescales.
5. When working collaboratively, children must work in a respectful manner.
6. Children must be supervised when using Teams at home by an adult.
7. Children should be appropriately dressed when using a video call on Teams and should not be in their bedrooms during the call.

Failure to comply with this policy will result in one or more of the following:

- + A ban - temporary or permanent, on the use of Microsoft Teams.
- + A letter - informing parents of the nature and breach of rules.

Please read the above information with your child before using Microsoft Teams.