



Peters Hill Primary

Ambition

Belief

Compassion

Pride

Respect

ONLINE HOME LEARNING RESPONSIBLE USER AGREEMENT - PUPILS

Responsibility	Head Teacher / IT Technician
Reviewed	Annually

January 2021

Online Home Learning Responsible User Agreement for Pupils

It is important that you read this agreement carefully. If there is anything that you do not understand, please ask or contact the school by emailing enquiries@petershillprimary.org.

The school has the capability to conduct continued learning via the use of online methods, such as Satchel One, and also conduct online sessions/meetings via an application called Microsoft Teams. I understand that the school may use this application for online Class Catch-ups, and I must follow the same rules as when being within the classroom, including the School's Behaviour Policy. These rules will keep everyone safe and help us to be fair to others.

This agreement is an extension of the ICT Acceptable Use Agreement, which you have previously signed and agreed. In reading, agreeing and signing this document, you confirm you are aware that there are additional rules during Online Sessions on Microsoft Teams, which must be followed in order to keep everyone safe, secure and fair.

I agree that:

- I will only use online learning technology/Microsoft Teams for school purposes as directed by my teacher
- I will not reveal my passwords to anyone
- I will be responsible for my behaviour and actions when using Microsoft Teams and other online learning platforms, such as Satchel One
- I will only communicate with Teachers when using school online learning technologies such as Microsoft Teams
- I will make sure that all my communication with Teachers is responsible and sensible
- I will not record or take photos of my classmates or teachers during an online session
- I understand that when using Microsoft Teams or any other online learning applications, provided by the school, I may and can be monitored
- I understand that these rules are put in place to keep myself and others around me safe and if they are not followed school sanctions/consequences may be actioned
- I understand that the Online Class Catch-ups will be monitored by my teacher and another member of staff to ensure safeguarding is being monitored and maintained.

In addition to the rules above, when using Online Learning, I agree that it is an extension of our classroom environment and therefore I agree that I should conduct myself as I would within the classroom. This includes the following:

- Join the Teams Class Catch-ups from an environment which is quiet, safe and free from any distractions
- Be on time for the relevant online session(s)
- Be dressed appropriately for learning, i.e. no pyjamas, nightwear or swimwear
- Remain attentive during sessions
- When interacting with teachers, do so patiently and respectfully
- I **MUST NOT** record each other's online interactions or video the online sessions
- I **MUST NOT** share any recorded lessons publicly; if incidents of this nature occur then the school reserves the right to apply sanctions as it feels appropriate
- Ensure I end the session as soon as the teacher tells me to do so
- I **WILL** join the session with both webcam and microphone **TURNED OFF**
- If I would like to say anything, I **WILL** press the raise hand button and wait patiently for my teacher to tell me to unmute myself
- I **WILL** await for my teacher to ask me to unmute myself when it is my turn to talk