

Online Learning via Microsoft Teams and Office 365

Responsible use protocols for ICT and E-Safety for pupils are detailed in The Chantry School E-safety policy which relates to the use of a range of technologies. To safeguard all parties, the following guidelines must also be adhered to when using audio or video content:

- TEAMS will be the only vehicle for live audio or video streaming and no other platform will be used
- Staff and pupils will find an appropriately quiet time and space at home to conduct a one-to-many audio or video session. Where video streaming takes place, this will **not** be in a bedroom and background blurred if possible
- Pupils and staff will remain formal as in a usual lesson. Tone and language should be mutually respectful and maintain some formality, as in a normal lesson. There is an expectation that all those in attendance should be appropriately dressed (no pyjamas)
- Sessions must be recorded and left available to access for 7 days. Recordings can be found in staff Microsoft Stream accounts and are automatically posted to the invited parties Team page
- Any behaviour concerns will be reported to HoY/HoD/LMT and parents and dealt with seriously
- Staff will report any safeguarding concerns that may arise to the safeguarding team

To maintain a safe and thriving learning environment within our Teams classes:

1. All pupils agree to:

- Be responsible in how they access online resources and the language they use
- Be respectful and polite in all their communication with staff and pupils
- Be ready to complete and upload all assignments by the deadline
- To use the school email account or Teams **and no other** platform to communicate with staff
- Not browse, download, upload or forward material that is offensive or illegal
- Recognise they may be asked to turn on/off the audio and video function on Teams when invited to do so by their teacher
- Not record or screen shot or share any elements of live streaming lessons
- Not share passwords or meeting joining links with anyone
- Ensure Teams is only used for schoolwork
- Understand that their use of Microsoft Teams and other applications will be monitored
- Understand that breaking any of the above guidelines may result in serious behavioural consequences involving contact home

2. All staff will refer to the Staff ICT Acceptable Use Policy and agree to:

- Help pupils achieve the above aims through modelling professional online etiquette
- Use Microsoft Teams through a school account as our digital learning platform, and no other
- Use Microsoft Teams and school email account for all written communication with pupils, and no other
- Practise using audio and visual content with colleagues before live streaming to pupils to ensure the highest possible quality streaming
- Report to the DSL and/or Headteacher any actions or incidents which cause concern during an online lesson or virtual learning communication.

3. Parents agree to:

- Read and discuss online protocols with their children
- To inform the school if they do not wish their son/daughter to take part in online streaming
- Support their child/ren in creating a suitable learning space to access live online content, not in bedroom
- Visit our school website for more e-safety advice if needed