



# Online Home Learning Responsible User Agreement

Home learning is a statutory expectation from the Government, should a child not access or complete any home learning, the school will be in touch to provide support.

To support our students in their next phase of learning at St Mary's Infant School, our teachers will begin using the following aspects of Microsoft Teams.

## What is Microsoft Teams?

Microsoft Teams is a collaboration platform complete with document sharing, online conferencing, and many more extremely useful features for educational use. Parents and carers can access this platform through the web or through the Microsoft Teams App.

## What functions does it have?

**Teams and channels.** Teams are made up of channels, which are conversation boards between teachers and classmates.

**Online video calling and screen sharing.** Teachers will be able to conduct online learning and share PowerPoints and teaching aids to support learning.

## How will it be used?

- All learning will be set as 'Assignments' on Microsoft Teams. Students will now submit their work using the Microsoft Teams 'Turn In' option to enable teachers to provide meaningful and timely feedback.
- Students can engage with their teachers and peers using 'Posts' - this is a 'chatroom' that is visible to the class, teacher and Senior Leaders. This function will be closely monitored, and 'chat' should be kept to about the learning. Students identified as using abusive or inappropriate language within a class or as part of any 'chatroom' linked with learning will be removed from the system immediately. The readmittance of students abusing the system will only be activated following a parental conversation.
- Teachers may choose to use other apps within Microsoft Teams to support learning.
- Teachers may choose to use audio/video conferencing as part of their toolkit to deliver content. It is important to note that this is entirely at the discretion of the teacher and not an expectation. Students will be able to engage in audio should the teacher deem it appropriate to do so.
- If families would prefer, the camera can be turned off for video conferencing. If the teacher deems it necessary, they may ask the child to turn the camera on for short periods.
- All video lessons will be recorded for safeguarding purposes and students will be informed/reminded of this at the start of the lesson. Recordings will be stored in the teachers TEAMS area for 7 days.
- Students should take part in video conferencing somewhere near enough for you to monitor, yet private enough for them to concentrate on their work.

## Rules

When participating in a video conference on Microsoft Teams, or any other video conferencing software, remember that this is an extension of the classroom and your child should conduct themselves as they would when on their best behaviour in a classroom.

As a parent of a student taking part in online learning, I will ensure my child understands that they must:

- Be on time for timetabled interactive sessions

- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with their teachers and peers
- Only use technology for school purposes as directed by their teacher.
- Only take part in 'live' stream if an adult at home knows I am doing it
- Not reveal their passwords to anyone
- Be responsible for their behaviour and actions when using technology (Microsoft Teams and other interactive applications), this includes the resources they access and the language they use
- Make sure that all their communication with students, teachers or others using technology is responsible and sensible
- Not deliberately browse, download, upload or forward material that I should not be viewing. If they accidentally come across any such material, they will report it immediately to their teacher or their parent
- Not share resources or videos created by their teachers with anyone who is not a pupil or member of staff at St Mary's Infant School
- Listen to instructions and enable or disable their microphone when requested
- Not record or take photos of their classmates or teachers during a face-to-face session
- Not share any school content on social media platforms
- Continue to follow the rules regarding their use of technology as outlined in the school's Pupil Acceptable User Agreement
- Make sure they end the session as soon as the teacher indicates to do so and not stay in the session after the teacher has left

Use of Microsoft Teams and other applications provided by the school can be monitored and logged and can be made available to teachers.

If audio/video conferencing is used, this is recorded by the teacher for safeguarding purposes and in order for pupils to be able to continue to learn outside of the time of the lesson itself.

I understand that these rules are designed to help keep my child safe and that if they are not followed, school sanctions will be applied, and you may be contacted.

### **General Rules and Guidelines**

1. Any audio/video conferences will start after 9am and finish before 3pm.
2. As soon as a task is completed, please indicate this to the teacher by using the 'Hand In' option within Teams.
3. It is not appropriate for parents/carers to take part in audio/video conferencing unless invited to do so by the class teacher.
4. Students/parents/carers must ensure that there are no distractions whilst on a video conference.
5. Students/parents/carers should be mindful about what family activities would potentially be heard during the students' use of video conferencing.
6. Parents will continue to communicate with the teacher via Class Dojo only.
7. Any breaches of the points above will result in students being immediately removed from the audio/video conference, banned from all future audio/video conferencing and further sanctions will be implemented in accordance with the School's behaviour policy.
8. Use of the school email account is monitored and must not be used in any capacity other than for the sole purpose of school business.