

Remote Learning using Microsoft Teams - Pupil Code of Conduct

- **Expectations for behaviour are the same as those in the classroom. Inappropriate behaviour will be dealt with in line with our school behaviour policy and may result in the school removing access for individuals, for a class or for the school.**
- Pupils must not use someone else's username to gain access to Microsoft Teams.
- Pupils must not share their Microsoft Teams password with other children.
- Pupils should think carefully about what is acceptable with regards to what they type and post. Remember, above all, it is important to be kind and respectful to others.
- Pupils are not permitted to share recorded videos/lessons made by teachers within or outside of the school Teams Account.
- Pupils should not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If pupils accidentally come across any such material, they should report it immediately to their parent/carer or teacher.
- Pupils must not transmit, share, publish or store material on Microsoft Teams/365 which is bullying, threatening, abusive, hateful, indecent or defamatory. Pupils must report any unpleasant material sent to them to a teacher.

With regards to live sessions:

- Meetings will be recorded by teachers for safeguarding purposes. Pupils within the team will be able to watch the recordings.
- Pupils are unable to record a meeting/lesson.
- Pupils should not take or share photos of the screen during a meeting.
- Pupils and parents must be appropriately dressed – this extends to any other household members that may appear in the background.
- Please ensure that anything on display in the background is appropriate and no personal information is inadvertently shared. Pupils may consider blurring their background if they are able.
- Pupils must take turns to speak in a respectful manner – they could use the hands up icon/put up their hands physically. The teacher will request the pupil to unmute and then speak.
- During a video meeting, pupils must 'leave' the meeting when instructed to do so by the teacher. The teacher must be the last one to 'leave' the meeting.
- If the teacher allows the text chat function within a meeting, it must be used positively and appropriately and be used for directed purposes e.g. answers to questions posed by the teacher.