



Our Lady of Lourdes RC Primary School
Microsoft Teams Responsible User Agreement
(Permission & Protocols)



To give permission for your child to use Microsoft Teams technology; including accessing live, video meetings; please read the following regulations and guidelines below. To ensure we maintain safe, online interaction, these guidelines must be adhered to at all times.

- Children must be dressed appropriately at all times and participate in the meeting from an appropriate location (A communal environment wherever possible).
- Pupils are expected to behave in the same manner as they would in a school classroom. Unacceptable behaviour may result in the pupil being removed from the meeting.
- Children are to join the meeting with their microphone and video switched off and only turn them on if asked to do so by the teacher.
- Following Safeguarding protocol, all virtual sessions through Microsoft Teams will be recorded by class teachers. Pupil backgrounds should be blurred using the background options on Microsoft Teams.
- Live streaming will be kept to a reasonable length of time
- Adults can be nearby whilst pupils are in a virtual classroom (to offer support if needed), but please note, these sessions are set up for **staff to pupil** interaction.
- All meetings will be scheduled by a staff member and due to school commitments may be changed at short notice – please do not attempt to initiate a video call through Microsoft Teams.
- Children must follow E-Safety SMART guidelines at all times in order to keep themselves and others safe.
- The use of the Microsoft Teams pupil login is to be used for the sole purpose of linking home to school, the use of pupil login for any other purpose may result in your account being suspended.
- Passwords must be kept private and not shared with anyone.

I give permission for my child to access Teams, including live sessions, and will ensure that whilst working from home we follow the guidelines shared above.



I will email my child's class teacher to confirm that I understand and give my consent.



Our Lady of Lourdes RC Primary School

Please see below for a reminder of the SMART rules to stay safe online.



HOME
LEARNING



Stay Safe Online

Remember the 5 SMART rules when using the Internet and mobile phones.

- S** **SAFE**: Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password.
- m** **MEET**: Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.
- a** **ACCEPTING**: Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!
- r** **RELIABLE**: Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.
- t** **TELL**: Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

Find out more at Childnet's website ...
www.kidsmart.org.uk

Childnet International © 2002-2010 Registered Charity no. 1080173 www.childnet.com

Childnet International

KidSMART

