

To ensure our remote learning is fun, productive and safe for all children and adults, there are a few pastoral and safeguarding requests that we ask of you and your child.

Please support your child in following the terms of this guidance.

### **Guidance and agreement for the children**

- I will only use Microsoft Teams as directed by my teachers.
- I will only use technology at home with the permission of my parent or carer.
- I will not reveal my password to anyone unless it is my parents/carers, or a trusted adult who is helping me with my online learning.
- I will be responsible for my behaviour and actions when using technology, including resources accessed and the language I use.
- I will ensure that all of my communication with other pupils and teachers using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward anything that could be considered offensive and inappropriate. If I accidentally come across any such material, I will report it immediately to my teacher or parent/carer.
- I will not record or take photos or screenshots of my classmates or teachers during video conferencing sessions, nor share lessons publicly.
- I understand that these rules are designed to help keep me safe online and that if they are not followed, school sanctions will apply, and parents/carers will be contacted.

### **When using Microsoft Teams:**

Teachers and TAs will be contacting you through Microsoft Teams; remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Join Teams lessons from an environment that is quiet, safe and free from distractions, in a common space and within earshot of parents, a kitchen table, home office or family space is recommended
- Be on time for your interactive session
- Behave respectfully towards the teacher and other pupils during the session, following the School Values
- Be dressed appropriately for learning in home clothes (e.g. no pyjamas)
- Please do not eat or prepare food during the live session
- Remain attentive during live sessions and ensure that you are free from distractions.
- Ensure, wherever possible, there is one device per child for a live session (unless siblings attending the same session)
- You may wish to use headphones to listen to your teacher in online sessions if this helps to avoid distractions
- Have any resources you may need, or have been asked to bring, to hand. It is a good idea to have a pencil/ pen and paper available to use
- You will follow the instructions from your Teacher or TA and will mute and unmute when you are asked to. You will not mute other members of your group

Your wellbeing and safety remain a key priority, even when you are not at school. If you have any worries at all, please share them with an adult you trust.

**Guidance for parents and carers**

**When using Microsoft Teams, we ask that parents and carers ensure the following:**

- Your child's device is in an appropriate room where they can be supervised. During live sessions, the backdrop is as 'non-descript' as possible.
- Your child is dressed appropriately to be seen on video.
- Your child does not have a mobile phone nearby when using Microsoft Teams.
- Your child understands that usual classroom behaviour applies.
- You or your child do not record the sessions or take screenshots of the sessions.

**When receiving phone calls from your child's class teacher, we ask that:**

- If the teacher speaks directly to your child on the telephone, they are on speakerphone and a parent/carer is in the room

**Further advice on keeping your child safe online can be found at:**

The links below provide a valuable source of information:

- UK Safer Internet <https://www.saferinternet.org.uk/our-helplines>
- <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/resources-parents-and-carers>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://www.childnet.com/parents-and-carers/parent-and-carer-toolkit>
- <https://www.thinkuknow.co.uk/>
- <https://www.childnet.com/ufiles/Supporting-Young-People-Online.pdf>
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If you have any pastoral or safeguarding worries or concerns, or if you are worried about something you or your child sees online, please contact the school.