Online Learning using Microsoft Teams

Updated 24.11.2020

1. Introduction

1.1. In this unprecedented situation, following Government guidelines and official advice received our school recognises that there may be occasions throughout the academic year where school will need to be closed or partially closed to pupils and staff. The health and safety of our pupils and staff is our highest priority. We will continue to follow advice and monitor this situation closely while ensuring that we provide full coverage of the curriculum for all students.

1.2. In light of this we have updated our procedures to reflect our current working practices and provision.

1.3. This appendix is in line with Department for Education (DfE) Guidance around behaviour and discipline, specifically: teachers have the power to discipline pupils for misbehaviour which occurs outside of school.

1.4. This appendix is in addition to the Responsible Internet Use Policy.

1.5. We trust all pupils of The Telford Park to behave responsibly using the Microsoft Teams and other office 365 tools, and to value the unique learning opportunity it brings.

1.6. With the safeguarding of all members of our community a priority, we trust everyone will understand and endorse the sensible thinking behind the principles of acceptable use outlined in this document.

2. Sanctions

2.1. For pupils who do not conform to the Code of Conduct when using Microsoft Teams, the school reserves the right to remove them from Teams for a fixed period of time.

2.2. Where a pupil has been removed from a Teams session the teacher will contact home. For any repeated poor behaviour then a member of the Pastoral Team or a member of the Strategic Leadership Team will make contact.

Pupil Expectation/Code of Conduct for Remote Learning

3. Rules Regarding Technology

- I will only use school technology for school purposes as directed by my teacher.
- I will only take part in 'live' streaming if a parent/carer is aware that I am doing so.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and other interactive applications), this includes the resources I access and the language that I use.
- I will make sure that all my communication with students, teachers or others who are using the technology is responsible and appropriate.
- When joining an online lesson I will do so with my camera off and the microphone on mute.
- I will ensure face to face communication is only between teachers and pupils. Any parent/carer to teacher communication not happen over Microsoft Teams, parents/carers must contact the school directly via phone or email.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher who will follow the correct in school safeguarding protocols. If my session finishes and I haven't reported it I will email langleypastoralsupport@taw.org.uk and inform them or inform my parents who must contact school.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at the School
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any school content on social media or online platforms.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers and the Strategic Leadership Team.
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.
- I will continue to follow the rules regarding my use of technology as outlined in the school's Acceptable User Agreement which can be found in the school homework planner.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.
- Any participation in an audio or video conference on Microsoft Teams is an extension of the classroom, the schools expectations around behaviour are the same as when in a classroom environment.

- This includes:
  - Be on time for your interactive session
  - Be dressed appropriately for learning (e.g. no pyjamas/nightwear)
  - Remain attentive during sessions
  - Interact patiently and respectfully with your teachers and peers
  - You may use the chat or hands up function to ask a question. On some mobile devices there is only the chat functions available. No images should be shared via the chat function. Appropriate language should be used at all times in line with the schools behaviour policy.
  - You should be in an open/shared space in your house, not a bedroom. If you are in a bedroom then you should move location.
  - You must not record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
  - Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

- You must not share any private information over Microsoft Teams. If you have a pastoral/safeguarding concern then email langleypastoralsupport@taw.org.uk.
- You should never be in a 1 – 1 discussion with a member of staff over Microsoft Teams, if this happens then another member of staff will be called upon to join the online learning.

4. Rules and Guidelines

4.1. It is strongly recommended that you follow the school timetable as far as possible.

4.2. Please complete tasks as they are set for each lesson. Depending on the circumstances, teachers will aim to be available when they would normally be teaching you in order to answer questions. If this is not possible then work will be set through Microsoft Teams or by email.

4.3. As soon as you have completed tasks, please tell your teacher. Please submit all pieces of work on time.

4.4. Normal homework will continue to be set via Teams.

4.5. If you do not engage with home learning set by the school then parents/carers will be contacted in the first instance to determine whether support is required to access teams or whether paper resources are required. Follow up calls may be required should you continue to not complete work set.

5. Online Safety

5.1. Keeping pupils and teachers safe during remote education is essential. It is especially important for parents and carers to be aware of what their children are being asked to do, including:
- Sites they will be asked to use.
- School staff their child will interact with.

5.2. Parents and carers will need to ensure that they set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

5.3. The following resources can be used to support parents and carers to keep their children safe online:

- support for parents and carers to keep children safe online, which outlines resources to help keep children safe from different risks online and where to go to find support and advice.
- Guidance on staying safe online which includes information on security and privacy settings.
- Thinkuknow provides advice from the National Crime Agency (NCA) on staying safe online.
- Parent info is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
- Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.

- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world.
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online.
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games.
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation.
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services.

This information appears in the information for parents pack when you join the school

Responsible Internet Use

The computer system is owned by the school. This responsible internet use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the Head of School has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

All students and parents will be asked to sign and return the Responsible Internet Use form at the back of this information pack.