

MS Teams acceptable use agreement

Please read the following guidance and complete the reply

1. Ensure you check with your parents/carers that you have permission to use Wi-Fi or mobile data to access the Internet and the live lesson.
2. Your camera must be switched off at the beginning of the lesson and for the duration of the lesson. In exceptional circumstances your teacher may allow you to switch on your camera (e.g. to show a piece of work). Your teacher will be able to see if this setting is changed). If your teacher allows incoming video:
 - Make sure that only a plain light coloured backdrop is visible behind you and there are no windows or household accoutrements visible.
 - Make sure that you are dressed appropriately for your session in clothes that would be suitable for if you were at school e.g. please ensure that you are not wearing anything which would cause you or others embarrassment or offence.
3. You should make sure you follow the request of your teacher about the use of microphones. For example, your microphone should be muted when you are not speaking or when you are told to do so. Alternatively your teacher may inform you to unmute your microphone during the lesson so that you can ask questions, contribute to a discussion, etc.
4. Make sure that you are in a quiet, safe environment, free from distractions for your lesson. Ideally, this should not be your bedroom wherever possible.
5. Let the rest of your household know when you will need access to the computer / device and will be involved in a “live” session.
6. Just like in the classroom, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question or say something.
7. If you want to contribute you should use the “raise a hand” or the “show conversation” function on the central control bar. Your teacher will guide you if they have a preference.
8. When you have got permission to speak, unmute your microphone, say what you want to say, and then mute your microphone again.
9. You must behave online as you would in a classroom setting i.e. interacting with your teacher and other students respectfully and sensibly, and remaining present at all times until the session ends.
10. Always use appropriate language.
11. You must not record or take photos of teachers or students during video conferencing sessions, and you must not share lessons publicly.
12. Be aware that, like with all Office 365 applications, anything posted on Teams can be accessed by school.
13. You should not share personal information or make personal comments about other people.
14. If you do not follow these simple rules which have been designed to keep you safe online, we will not allow further access to live lessons and further sanctions may be enacted.

I accept the conditions for the safe use of MS Teams to support remote learning.

Name _____ Signature _____

Note to parents: The agreement above is for the use of students solely to attend and participate in live lessons as part of their remote learning provision.