

PUPIL & PARENT/CARER ACCEPTABLE USE AGREEMENT

Microsoft Teams & Remote Learning

The use of Microsoft Teams and school e-mail is now a crucial part of learning, both at school but more importantly at home when remote learning is needed. We want all pupils to be safe and responsible while using these valuable resources.

Pupils are expected to discuss this agreement with their parent / carer and then to sign and follow the terms of the agreement. Any concerns can be discussed with a member of the senior leadership team.

- I will use Microsoft Teams and my school e-mail for school purposes only.
- I will not use the 'chat' function within Microsoft Teams
- I will not create any teams (classes) and will only join teams (classes) which have been set up by my class teacher.
- I will not share my password and login details.
- I will be responsible, sensible and treat others with respect when using Microsoft Teams and my school e-mail, to communicate, teachers and other staff.
- I will not share my own or other people's personal information such as name, phone number or address details, or arrange to meet somebody.
- I will not record or screenshot any audio or images of staff or pupils.
- I will be responsible for my online behaviour any instances of inappropriate behaviour or bullying, I will inform my teacher immediately.
- I will support the Dove House approach to online safety and my online activity. Both within and outside of school premises, I will not cause distress to my school, staff, pupils or bring the community into disrepute.
- If I see something online that makes me feel uncomfortable, I will inform my class teacher.
- I understand the school may check my e-mail and Microsoft Teams account for monitoring purposes.
- I understand my use on e-mail and Microsoft Teams can be monitored and the information made available to my teachers.
- I understand these rules are designed to keep me safe and that, if violated, school sanctions will be applied and my parent/carers may be contacted. If there is a serious breach of these rules police may be involved.

Parent / Carer / Pupil

We have discussed the acceptable use agreement for remote learning and.....(child's name) agrees to follow these rules and to support the safe use of Microsoft Teams and school e-mail remotely at Dove House School Academy.

Parent/Carers signature

Pupil's signature

Pupil's tutor group Date

What types of electronic resources can your child access at home for remote learning?

Please tick all that are relevant:

- PC
- Laptop
- Tablet (e.g. iPad)
- Mobile
- Printer