

Queen's Inclosure Primary School



Protocol for the use of Microsoft Teams (please read carefully)

- Children must be dressed appropriately (e.g. no pyjamas) during interactive 'real time' sessions and positioned in an appropriate location. The children are welcome to wear their school jumpers. 😊
- Children will be expected to have their webcam switched on at all times for safeguarding reasons. **If you do not allow your child to have their web cam on, they cannot participate in interactive 'real time' sessions with the teachers.**
- Children will be expected to know how to mute and unmute themselves. They will need to 'mute' themselves once the video call has started and 'unmute' when asked to speak/share their ideas and questions.
- Children are expected to behave in the same way as they would when at school – especially, staying focussed on the learning activity and not distracting other children. Children are expected to respect others' opinions and beliefs whilst communicating with other. Poor choices of behaviour may result in a review/suspension of the child's access to online sessions.
- For safeguarding purposes, all live interactive sessions through Microsoft Teams will be recorded by a member of Queen's Inclosure school staff.
- Where possible, an adult should be nearby whilst their child is taking part in an interactive session.
- All meetings will be scheduled by a member of QI staff. The timetabled live sessions may not be the same time each week. This is due to staff having to juggle other school commitments and ensure that siblings have sessions at different times to allow children to share devices at home. Children should not attempt to initiate a video call through Microsoft Teams themselves or create calls between themselves.
- The Microsoft Teams children's login is to be used for the sole purpose of linking home to school; the use of children's logins for any other purpose will result in access to the account being reviewed or restricted.

With specific regards to the 'Posts' Chat Page within Microsoft Teams:

- Children are expected to communicate with each other only within the hours of the school day (8:30am – 3:30pm).
- Children are expected to communicate appropriately with each other, writing as they would within their school learning (i.e. standard English and not text speak).
- Children are expected to keep themselves safe by not sharing images or videos of themselves.
- Children are expected to respect other children's opinions within the 'Posts' page and keep the use of appropriate emojis or GIFs in response to others, to a minimum.
- Children are expected to end a conversation if asked to by their class teacher.

The school reserves the right to withdraw individual or group access to Teams if the expectations of this protocol are not upheld.