

# Acceptable User Agreement for MS Teams for Remote Learning Purposes: Student version

The platforms we will use for online sessions are Show My Homework (SMHW) and Microsoft Teams; all students should be able to access this using their existing academy email address and their password and SMHW log in details.

The information below sets out the conditions of online learning sessions and the expectations of student participants. We ask that you please read the statements carefully and discuss the expectations with your child before indicating your agreement to their participation. In the unlikely event that a student does not adhere to these principles, parents/carers will be contacted and consequences will be applied in line with the behaviour policy.

-Initially 'live streaming' will not take place for students in years 7-11 but the 'conversations' function within Microsoft Teams may be used for interaction with the teacher to support learning during the lesson. Teachers may also include links to pre-recorded videos in line with the session content to support students' learning.

-Live sessions (Sixth Form only) will be recorded by the member of staff. A clear message on screen informs students of this. Recording the session allows us to share it via Show My Homework/MT with students who are not in attendance where appropriate.

-Students should ensure they are punctual when accessing remote learning (using their usual timetable for the day) and that they have writing resources and relevant equipment ready to use. Lessons will be located on MT class pages to be watched at the correct lesson time.

-Students should join the sessions with their webcams turned off. Microphones should be muted.

-Students are not permitted to record sessions or take any images of the screen. There should be no onward sharing of recordings (audio or visual) or images of teachers or other students, in line with our behaviour policy.

-Students should use the 'raise a hand' feature or the 'Conversation' section to ask questions (teachers will indicate which they prefer).

-Students will only use their school email address to access the Teams site.

-Students will only join Teams meetings set up by a teacher at the academy.

-Students will use the academy email address if they need to ask their teacher a question.

-Communication through “conversations” is only available within Teams and should not be used other than to communicate with the teacher. All members of a Team can see all messages. Only the teacher can delete messages from the conversation.

-All written comments in the ‘Conversation’ section of a Team should be written in an appropriate way that could be shared with parents/carers.

-All comments and responses should use language appropriate to a lesson.

-Students should continue to follow the school behaviour policy in terms of expectations of their behaviour. If students behave inappropriately, the teacher may remove them from the session and appropriate actions will be taken.

-Students are responsible for the behaviour on their Microsoft Teams account. They should ensure that their online account is secure and if they feel that it may be compromised they should let ICT Support know via their Personal Tutor.

Should a student or parent/carer wish to communicate with the academy about remote learning, please contact the child’s Head of Year.

<b>Each student is required to sign to acknowledge having read and understood this Agreement</b>
Student Name
Signature
Date