

**Use of Microsoft Teams for Remote Learning Purposes and Agreement for
Students using Microsoft Teams**

Dear Parent/Carer,

The platform we will use for online sessions is Microsoft Teams; all students should be able to access this using their existing academy email address and their password.

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. This works alongside the existing **Acceptable User Agreement (AUA)** that all students and parents/carers would have agreed to when first starting at the Academy.

If we do not hear from you to indicate otherwise, we will assume your child is able to use Microsoft Teams to learn remotely and you agree to the conditions of use as an extension of the AUA.

Teachers will use Microsoft Teams to upload work and deliver 'live' lessons. We appreciate that not all students will have access to devices that allow them to take part in the MS Teams lessons at a particular time. In this scenario, students should continue to complete the learning that has been uploaded.

Teachers will communicate in the lesson using their microphone and/or pre-recorded videos to support learning. Teachers may also communicate with students to support learning using the online 'chat' function. MS Teams lessons will be recorded for students' safety.

Teachers may also include links to pre-recorded videos in line with the session content to support students' learning.

MS Teams lessons will be recorded by the member of staff. Recording the session allows us to share it with students who are not in attendance where appropriate.

The following statements set out our expectations of student participants in any online session. 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.

Please remind your child of the following expectations:

-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.

Please be reminded of the following area of the website for further support:

Sixth Form <https://lfatsf.org.uk/students/remote-learning/>

QEMS <https://lfatq.org.uk/curriculum/remote-learning/>