



# Microsoft Teams Policy



1	Summary	Microsoft Teams Policy			
2	Responsible person	Stephanie Crawford			
3	Accountable SLT member	Stephanie Crawford/ Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	The Governors/ Caroline Knight			
6	Who has been consulted and recommended policy for approval	The Governors/ Caroline Knight			
7	Approved by and date	Head of School September 2022			
8	Version number	3			
9	Available on	Every	<input type="checkbox"/> Y <input type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2022			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N			



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## **Microsoft Teams policy**

### **1. Purpose**

In the event of the need for remote learning, Thorpepark Academy will provide and use monitored Office 365 education accounts for the purpose of facilitating teacher-pupil communication and participation in web-based classroom activities via Microsoft Teams, which is an app that is part of Office 365.

### **2. Aims**

The aims of the school are to provide an alternative tool for effective and meaningful classroom instruction, whilst children are undergoing remote learning, and ensure that these tools are used in a safe manner. Therefore, the Office 365 accounts being provided for children are intended for educational purposes only and will be actively monitored through teacher scrutiny and by Venn Academy staff.

Failure to comply with the Acceptable Use Policy of Thorpepark Academy, children can result in restrictions being placed upon the accounts.

### **3. Account security and safety**

- It is the responsibility of children and parents to maintain the confidentiality of their Office 365 account information.
- Children will not share usernames, passwords, or other account information.
- Children will report any possible unauthorised use of their accounts to the teacher.
- Under no circumstances, will children attempt to login to another child's Office 365 account.
- Cyber-bullying and harassment will also not be tolerated. Children are expected to report any suspicious or threatening communication immediately to their class teacher.

### **4. Student/ parent use guidelines**

Children's Office 365 accounts are to be used for the following purposes only:

- Teacher-pupil correspondence;
- Accessing/submission of classroom assignments or materials;
- Creation of documents for classroom work.
- Collaboration and retrieval of key teaching weblinks

Children may not use Office 365 account for:

- Unauthorised personal communication;
- Bullying or harassment of other children;
- Forwarding of chain mail, spam, or commercial content;
- Sending inappropriate or immoral content or language.
- Playing music or having conversations of an inappropriate manner;

### **5. Privacy**

Children's Office 365 accounts are the property of Thorpepark Academy. Children should not expect any content to be hidden or private from school, and it should not be used to store information that needs to be treated as such. Appropriate action will be taken if dangerous or malicious programs or content are detected.

These terms supplement our ICT 'Acceptable User Policy'. By accessing Office 365 at home, parents are confirming their acceptance of these additional terms.



## **6. Pupil Acceptable Use Agreement**

To keep me safe whenever I use the internet or email, I promise...

- to keep my username and password private and not to use anyone else's
- to keep all personal information private
- to block unknown links and attachments by not opening anything that I do not trust
- to report any messages or internet pages that are unsuitable or upsetting
- to tell someone I trust if someone asks to meet me offline

Any misuse of an Office 365 account through inappropriate and unreasonable messages to teachers or to other children, threatening, aggressive or abusive behaviour will be reported to the police. In the event of misuse, the account will be disabled whilst under investigation.

## **7. Additional protocol for home learning**

- During live meets, you must wear suitable clothing, as should anyone else in the household when on a live meet. Pupils will be asked to leave the online lesson if it is felt that a pupil or family members clothing is inappropriate.
- All digital devices must be used in appropriate areas of the house
- Please sit against a neutral/appropriate background or change your background using the Teams app.
- The teacher must be the first and last participant in the Teams meeting.
- Microsoft Team meetings will be kept to a reasonable length of time
- The Microsoft Teams meeting will fall within normal school hours (unless being used for a Parent Consultation.)
- All language used must be appropriate, including any family members and adults in the background of any household. Inappropriate language used by pupils or heard by members of their family will be reported and their Office 365 accounts will be muted.
- Office 365 and the Microsoft Teams app that is part of Office 365 is for learning purposes only. This will be monitored and checked.
- Teachers will respond to your work in line with our marking policy but be mindful that teachers will not be able to reply instantly.
- Online learning on Purple Mash will take place at a reasonable time (between the hours of 8am-8pm)

## **8. For Parents**

- Remember to consider and balance your child's emotional wellbeing too by providing ample room and time for reflection, physical activity, conversation, and play.
- Monitor your child's access to digital devices.
- Try to ensure your child is fully engaged and following expectations. This is the most challenging aspect but can also be the most rewarding for your child's future education.
- When your child is learning online, please reduce distractions i.e. television, telephone calls, pets etc. in the background.



- If you have questions, you can send a message to your child's class teacher via the class email or the year group phone numbers address. Staff will respond to your query or call you as soon as possible.
- Please engage in conversations with your child after the lesson and discuss the learning tasks and assignments. This will help your children to strengthen their understanding of the learning content.
- Please contact school and inform them if you do not have a device at home for your child or you cannot access the internet.

The use of Microsoft teams will be actively monitored by the school and the online teachers identified in each year group. Any concerns or issues raised will be addressed firstly by the online teacher, then passed onto the Computing coordinator or member of the SMT where appropriate.