



Online Home Learning Responsible User Agreement

RULES

- I will only use Microsoft Teams for school purposes, as directed by my teacher.
- When I am well enough to work, I will complete the tasks set for me by my teacher and return the work to them to be marked.
- I will ask for help when I am unsure what to do.
- I will only take part in a video meeting if an adult at home knows I am doing it.
- I will not reveal my passwords to anyone.
- I will log out of Microsoft Teams each day when I have finished working, so no one else can access my account.
- I will be responsible for my behaviours and actions when using Microsoft Teams, including the resources I access and upload and the language I use in written and spoken conversations.
- I understand that all comments I write in the General Posts can be seen by everyone in the class, including my teacher.
- I will make sure that all my communications with students and teachers is responsible and sensible.
- I will not record or take photos of my classmates or teachers during face-to-face discussions.
- I will not share any content on social media platforms.
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied and my parents may be contacted.

GUIDELINES

When participating in a video meeting on Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour at school.

This includes:

- Being on time for your video meeting.
- Being dressed appropriately for learning.
- Taking part in the video meeting from an environment that is quiet, safe, public and free from distractions. Please do not use your bedroom for meeting by video.
- Remaining engaged during the session.
- Interacting patiently and respectfully with your teachers and one another.
- You must not record each other's interactions. If the lesson is to be recorded, this will be done by the teacher and you will be informed that the meeting is being recorded
- You must leave the video meeting when the teacher tells you to.