

Teams Video Meetings - Guidance for Parents

This half-term, each Form Teacher will be introducing a weekly Teams video meeting for our pupils in Key Stage One and Two. These meetings will give pupils the opportunity to see their classmates and teacher, as well as a chance to discuss how their week has been. The meetings are intended to support the children pastorally, with the daily Teams drop-in sessions remaining in place for any specific questions related to lessons.

Form teachers will let you know when your child's class will be meeting and send an invitation to the meeting each week, via your child's school email address, along with more information if they require the pupils to prepare anything in advance. Pupils can view and join their scheduled meetings via the 'Calendar' tab on the left of the Teams window.

We would appreciate if you could please support your child with accessing these meetings, taking note of the following guidance:

- Consider carefully where your child will sit whilst they take part in the meeting - a communal room would be best, rather than their bedroom.
- Ensure that your child is dressed appropriately for the meeting.
- Organise for an adult to be in the room whilst the meeting takes place.
- Unless they need assistance with any technical problems, please leave your child to take part in the meeting on their own.
- For safeguarding reasons, we will use the 'record' facility on Teams, so that we have a record of the meeting and what has been said.
- Please re-read the '*Pupil Agreement for Remote Learning from Home*' and talk through the points with your child before the meeting. Remind them that whilst they will understandably be excited to join the meeting and it may feel very different to the normal class situation, they should make sure that their behaviour and language is such that they would normally use in class.

We hope that pupils will enjoy these weekly video meetings and that they offer another way for pupils to feel connected to the school community whilst we are working from home. Please note that these meetings are optional, but we do hope that pupils will want to take part.

If you have any queries about any of the above, please contact your child's Form Teacher.



St Wystan's School

POLICY ADDENDUM to Acceptable Use Policy

Pupil Agreement for Remote Learning from Home

We are aiming to keep your access to learning and teaching open through a difficult time and staff will be working hard to provide you with lessons via the online systems.

We are asking all pupils to sign an Online Learning Agreement, which is a document that outlines how we expect you to behave when you are learning online.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

The points listed below should be followed at all times and can be summarised as follows:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

What am I agreeing to?

1. I will treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
2. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
3. Even though I am working outside the classroom, I will aim to be positive and creative, to learn and share, to develop new skills and to prepare for the future.
4. I will choose a sensible place to work from – ideally a living room with an adult present - and I will dress appropriately for my lessons as I would do at school.
5. I will make sure that I have all the tools I need in advance, so that I do not have to leave my desk and interrupt the flow of the lesson.
6. I will complete exercises as directed by my teacher and upload completed work to meet the deadlines set by my teacher.

7. I understand that remote lessons will be monitored by the School.
8. I understand that Microsoft Teams is a closed school system open to me through the school's Microsoft account and is limited to me, the staff and my fellow pupils. I should not invite any guests from outside the School to join the system through the use of my login details.
9. I will not under any circumstances provide my login details to anyone else. The system is fully secured and my activity on the system can be monitored.
10. I can share work with other pupils in my class but I should let my teacher know who else I am working with.
11. I understand that websites, blogs, videos and other online information can be biased and misleading, so I will need to check sources.
12. I will not download copyright-protected material (text, music, video etc.), and I will avoid plagiarism.
13. I will not browse, download, upload, post, share or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
14. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
15. I will not share my or others' personal information that can be used to identify me, other pupils or my teachers on any online space, unless a trusted adult has given permission or reviewed the site.
16. I will never take secret photos, recordings or videos of teachers or other pupils.
17. I will never say, text or post anything that could hurt or embarrass another person. I will never use the internet to bully anyone.
18. I will join the lessons at the times I have been given and if I am unable to join the session for any reason e.g. through ill health, I will let my teacher know in advance.

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**I have read and understand these rules and agree to them.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_