



## **Remote Learning Protocol using Microsoft Teams**

At St Michael's we fully recognize our responsibility for safeguarding children and young people. The action we take at our school to promote the welfare of children and protect them from harm is everyone's responsibility. As we extend our classrooms online, it is essential that all of our children remain safe at all times whilst online. It is for this reason we ask that you read and adhere to our protocol for Remote Learning.

### **Parental responsibilities**










When participating in a video conference on Microsoft Teams Classroom, as a parent, I understand that:

- It is an extension of the classroom and my child should conduct themselves as they would within the classroom.
- I do NOT share my child's school email address or reveal their passwords to anyone. I understand their school email is for internal use only and not for sending or receiving emails from outside the school.
- My child's use will be monitored and logged and can be made available to the Leadership Team of St Michael's.
- My child will only take part in 'live lessons' when an adult is present in the room and supervising them.
- They will be on time and prepared for their interactive lesson.
- They will be dressed appropriately for learning.
- The lesson is conducted in a safe environment that is quiet and free from distractions with a neutral or blurred background.
- I will be responsible for my child's behaviour and actions when online, including the resources they access and the language they use.
- My child will interact patiently and respectfully with their teachers and peers.
- I will not record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- I will end the session as soon as the teacher indicates to do so and not stay in the session after the teacher has left.
- I will not share resources or videos created by the teacher with anyone who is not a pupil or member of staff at St Michael's CE (A) Primary School.
- I will not record or take photos of classmates or teachers during face-to-face sessions.
- I understand that this is not a social messaging facility and I will ensure my child does not post messages to other class members or staff. I will NOT share any school content on social media platforms.

### **Pupil responsibilities**

When participating in a video conference on Microsoft Teams Classroom, as a pupil, I understand that:

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology when there is an adult in the house and they know I am using it.
- I will not share my email address or password with anyone.
- I will be responsible for my behaviour and actions when using technology, including resources I access and the language I use.
- I will make sure that all communication with my teacher using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If, I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not record or take photos/screenshots of my classmates or teachers during video sessions.

- I understand that when using applications provided by the school, these are monitored and logged by the teacher.
- I understand that these rules are designed to keep me safe and that if they are not followed school consequences will be applied and my parent may be contacted.
- I understand that Microsoft Teams is an extension of my classroom and that I should conduct myself as I would in a classroom environment. This includes:
  -  Taking part in my learning in an environment that is safe, quiet and free from distractions.
  -  Being on time for my timetabled lessons.
  -  Being dressed appropriately for learning.
  -  Listening carefully and contributing ideas during lessons.
  -  Interacting patiently and respectfully with my teachers and peers.
  -  Not recording each other's online interactions.
  -  Understanding that my virtual classroom is not a social messaging facility, and I will not post messages to other class members or staff.
  -  Finishing the session when my teacher instructs me to do so.
  -  Not messaging or calling peers, on Teams, outside of the day's lesson.

### **Live Lesson Behaviour Expectations**

**This is an On-line Classroom, we are in a lesson, so we behave sensibly and responsibly.**

**Just like in our classroom, we listen carefully to our teacher.**

**We keep our microphone on mute unless we are asked to turn it on to ask or answer a question.**

**We are always respectful to others during live lessons.**