

St Francis' Catholic Primary School

Microsoft Teams – Behaviour and Expectations

As we move towards the ability to provide further learning opportunities through Microsoft Teams, it is essential to outline our expectations of behaviour in order to safeguard our pupils and staff. Following the guidance and expectations below is imperative and failure to adhere to these will result in the pupil not being invited to any further live contact sessions. It may also result in further consequences should circumstances dictate it so. Therefore, please read the guidance and expectations carefully as parents/carers and with your children, ensuring the children are clear on what is expected.

School staff will:

- Only provide groups with live contact, or 1:1 where this has been planned and approved by senior management. 1:1 sessions will require another adult to be present (this could, by agreement, be the parent)
- Provide contact whilst against a neutral background
- Wear suitable clothing (in accordance to school dress code)
- Record the live session so that if any issues were to arise, the video can be reviewed. These recordings will be held securely on the school cloud network
- Keep live sessions to a reasonable length of time (we have recommended a 30-minute cut off for live sessions)
- Use professional and appropriate language
- Only use Microsoft Teams
- Log the length, time, date and attendance of any sessions held
- Communicate through any live platform from school email addresses to school email addresses only. Staff will never use private email addresses to correspond with students or parents
- Invite each student to attend any live session as pre-planned via their Microsoft Teams account
- Use their own discretion on screen sharing/turning on their camera
- Abort the session or remove a student should there be any unwanted behaviour or conduct and report this to the school and parents as necessary.

Pupils will:

- Be ready, be safe and be respectful when learning at home, just as they would be at school. Our VLE is to be treated as a classroom and we have the same expectations of pupils as we do of them physically in school
- Sit against a neutral background, ensuring that there is nothing in the background that is inappropriate. The member of staff may feel that there is something inappropriate where students do not. We would expect the student to reposition should this be the case
- Wear suitable clothing – e.g. no pyjamas
- Be located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open, with an adult within earshot of the session
- Double check that any other tabs they have open in their browser would be appropriate for their teacher to see, if they are sharing their screen (we will not expect children to share their screen)
- Only use the MS Teams platform provided by St Francis' Catholic Primary school
- Communicate through any live platform from school email addresses to school email addresses only. Pupils will never use private email addresses to correspond with staff
- Mute until asked to unmute by the member of staff running the session
- Turn cameras/screen sharing off at their teacher's discretion
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language

- Behave and conduct themselves appropriately, as they would in the classroom, or they will be asked to leave the session or the session may even be ended
- Not record, screenshot or otherwise the session as this will breach the acceptable use policy, in turn resulting in serious consequences for the pupil
- Not share any content they may have recorded or have been sent. Any such actions should be reported to the school as soon as possible
- Pass on any concerns they have about any element of the session to their parents/carers. This concern should be raised with the school as soon as possible.

Parents/Carers will:

- Read the guidance and expectations outlined above and ensure these are adhered to by the student, when taking part in any MS Teams sessions
- As much as possible, allow children to take part in any VLE session independently – obviously some technical assistance for younger pupils may be required but sessions will be more beneficial if children can interact with their teacher directly rather than parents doing this
- Be expected to be present in any 1:1 session if requested
- Wear suitable clothing if the chances are that they will be passing within screenshot whilst moving around their household
- Ensure their child is located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open, with an adult within earshot of the session
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language
- Not share any content they may have recorded or have been sent by another parent/carers. Any such actions should be reported to the school as soon as possible
- Raise any concerns they have about any element of the session with the school as soon as possible.

Again, we would ask that students and parent/carers ensure they have read the above guidance and expectations carefully, and adhere to them at all times. Doing so will result in a more valuable experience that is safe and positive for all.