



Home and School Agreement on the use of TEAMS

In the event of another lockdown or a whole class bubble having to isolate for 2 weeks or more, we are intending to use Microsoft Teams with our classes. This online application from Office 365, allows teachers to video conference their class as well as set work and teach them remotely by uploading appropriate tasks. We hope this will help children to feel more connected to us and their classmates if children have to be away from school again.

To begin with, Teachers will **not** be using the Video Conferencing function. Teachers will only use Microsoft TEAMS to upload work and possibly recordings of themselves demonstrating something. For example, a teacher may upload a video of themselves completing an addition sum for your children to see. This way, your child can access the work when it is convenient for you as a family. Video Conferencing would mean that your child has to log on at a specific time which may cause issues if you have only one device and more than one child needing to use it.

The uploaded sessions, may include Teachers reading to the children, sharing documents and assignments with them and modelling concepts. We feel this is an excellent opportunity for the children but it is optional - your child does not have to take part if they don't want to. Home learning grids will also continue with one Maths and one English task each week alongside daily Family fun activities. If you would like your child to use the online platform, we will need your permission and also your agreement to abide by the procedures set out below.

Taking part in Teams meetings will require children to have internet access and a Teams account. We will send your child's Teams log-in information via text, once we've received your parental permission via Monkey Survey. Your child will be put into their 'Team', which is their class group.

We have taken certain steps to ensure children remain as safe as possible while using Teams:

- Pupil accounts are hidden, so they can't be found by other Office 365 users
- Pupils are unable to initiate a video call in the Class Team, only teachers can do this
- Pupils have restricted email accounts. They cannot send/receive emails outside of our Office 365 environment and have no access to address lists, so cannot find other users (N.B. they can email their school friends if their friend gives them their email address. As with all such communication, we would encourage parents to keep an eye on the messages their child is sending and receiving.)
- Only members of the team can access that meeting/tasks. When Video Conferencing is used in the future (we will inform you if/when this is to happen), the invites will be sent within Teams, meaning nothing is leaving the Teams environment so invites cannot be intercepted.

AGREEMENT

Teachers will:

- Obtain permission from Parents who wish their child to take part in TEAMS, via Monkey Survey

If/When video conferencing is being used – (You will be informed if/when this is going to happen by Mrs Angela Rees, Head Teacher)

- Dismiss any participant who is not behaving appropriately (or if anything inappropriate is happening in the background!) if/When meetings are being held.
- Prevent participants from screen sharing.
- Prevent participants from recording meetings.
- Mute participants when necessary. This will ensure the sound quality is as good as it can be, without distracting background noise.
- Disable 'private' chatting. Participants will be able to chat as a class but not privately.
- Not record the meeting.
- Not email children or families directly but communicate, when needed, through our School email account.

Families should:

- Take responsibility for your child's username and password. You will be asked to change the password when you first log on. Please do this and keep it safe.

In the event of using Video Conferencing -

- Dress and talk appropriately.
- Be kind to others who are taking part in the meeting by letting everybody take their turn when talking.
- Make sure an adult is present in the room during the call. If at any point you are unhappy with the meeting, children can leave immediately.
- Be conscious of background environments, noise and others in the room.
- Enter the meeting with your microphone turned off, to avoid the sound disrupting the meeting. You can turn this on when asked to speak by the teacher.
- Ensure children are using the 'chat' function appropriately.
- Use the 'raise hand' function if you would like to talk, or have a question you would like to ask.
- Not email the teacher directly but send any communication via our school office (email or telephone calls)

P.T.O.

Parental permission If you are happy for your child to access Microsoft Teams, and you are willing to abide by the above guidelines, click 'YES' on the Monkey Survey. Your child's teacher will then be in touch with log in details and instructions.

PLEASE NOTE: TEACHERS ARE NOT PLANNING ANY VIDEO CONFERENCING CALLS. TEACHERS ARE PLANNING TO UPLOAD TASKS FOR YOUR CHILDREN TO VIEW AND COMPLETE VIA MICROSOFT TEAMS. IF/WHEN THIS CHANGES YOU WILL BE NOTIFIED BY ANGELA REES, HEAD TEACHER.